504 Help Wanted Office-Clerical

RECEPTIONISTS
6/0 and Excel-two phones
Typing 5 Word-Typing
Computer Literacy/Data
CALL TODAY TOP $$

SNELLING PERSONNEL SERVICES
Livonia 464-2100
Southfield 352-1300
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Taylor 344-0777

Resume Prep Department
Appoints qualified candidates responsible individuals for entry level positions. Must type 50 wpm accuracy and have editing or word processing experience. Starting pay $5 hourly. Salary $300 + depending on experience. Qualified applicants send resume to:
HFO, 30005 Civic Center Drive, Suite 201, Southfield, MI 48076

SALES COORDINATOR
needed for successful company in Southfield. Candidate should be organized, computer literate & possess good clerical & communication skills. Call
810-352-2266

SATURN OF SOUTHFIELD has a great opportunity for you. We are looking for orderly and clerical staff with a person who wants to learn & grow. Call Sheryl at (313) 355-4000 x 364-4091

TECHNICAL SECRETARY

YAZAKI EDS ENGINEERING, INC., a leading automotive supplier, has a full-time opening in our Research & Development department. We are in need of TECHNICAL SECRETARY for our Electrical Testing & Reliability Department.

- English proficiency required; must be able to communicate with Engineers and Technicians
- High School degree
- Minimum of 3 years technical experience in the engineering field
- Knowledge of testing labs is a plus
- Must be able to file, organize and keep a record of invoices and reports
- Knowledge of Spreadsheets and WordPerfect 5.1 is required

Please mail or fax resume with your SALARY REQUIREMENT. Please do not include this information as it will NOT be considered.

Yazaki EDS Engineering, Inc.
6800 Haggerty Road
Canton, MI 48187
FAX (313) 981-4084

NO PHONE CALLS PLEASE
E.O.E. M/F/D/V

SECRETARIAL
2 PART TIME POSITIONS

Dynamic self-starter needed for School of Business at local University. Requires 50 wpm accurate typing, word processing, strong communication and organizational skills. WordPerfect 5.1 preferred. 15 hours per week. Starting range $4.50 - $7.37 per hour.

Another self starter needed for 16 hours per week for the School of Business. Responsibilities include all listed above and blind Chinese language proficiency.

Send resume or apply in person at MADONNA UNIVERSITY, 36600 Schoolcraft Rd., Livonia, Michigan 48150-1173
E.O.A.A.E.

SECRETARY

Busy - Farmington Hills company looking to hire neat, detail oriented individual immediately. Position includes placing work orders, typing letters and contracts, and answering phones. Strong phone skills very important. Familiarity with Windows package helpful. Please contact Amanda at: 646-4434
Or fax your resume to: 646-3474
for immediate consideration.

504 Help Wanted Office-Clerical

FARMINGTON HILLS Sales Office is looking part time Secretary/Clerical help. Must have excellent telephone skills, knowledge of Word & general office duties. Hours Friday & 30 to 35 hrs./wk. M/W. Call or send resume to: Hallmark Cards, Attn: Sharon Equipment Co., 28200 Orchard Lake Rd., Ste. 100, Farmington Hills, MI 48334. 810-626-3571

FULL-TIME SECRETARY
Fast paced computer company seeks motivated team player with working knowledge of WordPerfect 5.1. Long Salary & benefits negotiable. Send resume to: Sales Mgr. Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARIAL
Position available in fast paced Farmington Hills Corporate Office. Secretarial experience and skills required. Knowledge of Windows & Lotus 1-2-3. Excellent pay & benefit package. Send and apply here—fax. 661-9000
An Equal Opportunity Employer

- Secretaries
- Administrative Assistants

$9-$13 Hr.
Dependable, motivated people needed for long/short term assignments. Great companies, flexible schedules, pay & paid holidays, benefits. Call TODAY!
Birmingham/Hills : : (810)645-2660
Madison Heights : : (810)546-2660

Western
TEMPORARY SERVICES

SECRETARY/BOOKKEEPER/Junior Office. Part time position with small but growing industrial heating equipment distributor located in Farmington. Computer experience helpful, but not necessary. Flexible schedule. Excellent compensation & opportunity for advancement. Send resume with cover letter to: Specialty Industrial Handling, Inc., P.O. Box 431, Farmington MI 48332

SECRETARY/BOOKKEEPER, landscape company needs part time person with general office experience. Leave message 261-5724

SECRETARY
Experienced secretary with very professional manner. Long term assignment which may lead to permanent. If you have 3 yrs. experience in was following call for appointment.
- Micro Soft Word, Word Perfect 5.1
- Lotus 1-2-3
- Typing speed 55-70 wpm
- Light bookkeeping

TROY - 528-8454
SOUTHFIELD - 353-6300
FUTURE FORCE SERVICES

SECRETARY - EXPERIENCED. PP Insurance, located Birmingham, Person insurance office. Phones, typing, filing. 8AM-5P. Call Joyce, 644-6364

SECRETARY - Ferndale company relocating to Auburn Hills requires experienced, data entry & phone experience. $16-$20K. Apply 2721 Dorlusters, Troy, MI 48083

SECRETARY for small architectural office in Southfield, phones, light typing & filing. Full time.
Call, 810-559-8600

SECRETARY
Immediate opening in established high volume used car dealer. Full time. Medical. Dealer experience helpful. Non-smoking office. Type 50 WPM. Prestige LTD., 31675 Stephenson Highway, Madison Heights. 585-6731

SECRETARY - Medium sized Southfield law firm seeking legal secretary for full time employment. Must be proficient in WordPerfect 5.1 with the ability to draft and type legal pleadings, documents, and correspondence. Will also be responsible for receiving and handling phone calls, scheduling appointments, court dates, and taking dictation. Send resume & references to: Secretary, Box 462, 16786 W. 12 Mile Rd., Southfield, MI 48076

504 Help Wanted Office-Clerical

SECRETARY/BOOKKEEPER
Int. 1 person bookkeeping office in Troy. Full-time. WordProcessing (computer experience required). Knowledge of Lotus 1-2-3 helpful. Hourly rate $6 to 8 hrs./wk. M/W. Call or send resume to: Hallmark Cards, Attn: Sharon Equipment Co., 28200 Orchard Lake Rd., Ste. 100, Farmington Hills, MI 48334. 810-626-3571

SECRETARY
for Southfield communication company. Detail oriented, dependable, excellent skills in Microsoft word processing, 10 key, 40 wpm typing, 2 years exp. Salary DOE. Send resume to: Sales Mgr. Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
for Real Estate Agent. Must have knowledge of Windows. Resume to:
Oakland Realtor Schools
316 S. Main St.
Plymouth, MI 48170.

SECRETARY
Large insurance company seeks experienced Data Entry/Medical claims read processes the following duties:
- Type 60 + wpm and dictaphone experience
- Proficient in WordPerfect 5.1 and Lotus
- Great communication and organizational skills
- 2 + years experience as a secretary

We offer competitive salary, bonus plan, 401(k) plan & much more. Send resume to:
Ameritrust Insurance Co.
Attn: Human Resources Consultant
26777 Halsted
P.O. Box 9085
Farmington Hills, MI 48333-9085
Fax: (810) 615-8234

Ameritrust is an equal opportunity employer

SECRETARY
Mature energetic dependable person, full time. Medical, benefits, for Redford based company. $6.00 an hour. 477-5221

SECRETARY NEEDED!
Busy advertising sales office based in Troy seeks full time, out-going, experienced Secretary with Macintosh Microsoft capabilities. Salary negotiable with experience. Send resume to: Katherine G. Charis Associates, 5231 West Big Beaver, Suite 308, Troy, MI 48084.
No phone calls please!

SECRETARY
Now opportunity with rapidly growing financial firm with offices in both suburbs and Detroit. Your choice of location. Temp to perm opportunities. Excellent salary and benefits for your experience.
Call Susan, 646-7861
Uniforce Temporary Services

SECRETARY/OFFICE HELP, full time position for experienced secretary, computer knowledge, light typing, phones & processing. Some college background preferred. $6.00/hour to start. Call or send resume to: Jerome-Duncan, Inc., 26200 Franklin Rd., Southfield, MI 48034, Attn: Mr Quaine. 799-5100

SECRETARY - PART TIME
Knowledgeable in Word Processing. Must have good people skills. Send resume to: United Lake School
2075 S. Commerce Rd., United Lake, MI 48382

SECRETARY
Immediate opening in established high volume used car dealer. Full time. Medical. Dealer experience helpful. Non-smoking office. Type 50 WPM. Prestige LTD., 31675 Stephenson Highway, Madison Heights. 585-6731

SECRETARY - PART TIME position. Responsibilities include phones, typing, filing, light bookkeeping & ability to work independently. Please forward a resume with a cover letter stating your salary requirements to: Personnel Dept., 30100 Telegraph, Suite 403, Bingham Farms, MI 48025

504 Help Wanted Office-Clerical

SECRETARY for national non-profit organization. Work from 8-1 is required and incorporated duties & must. Salary dep. dep. upon exp. Call Farmington Hills, Call 737-3033

SECRETARY
- part time, Answering phones
- Light typing
- Weekend and weekdays

Westland area - 425-5664

SECRETARY - part time, 20 hrs/wk. Mon., Tues., Thurs. Light bookkeeping, phones. Reg. 9-5/7hr. Southfield, Call Joe 569-2000

SECRETARY
Professional Southfield organization has a temporary position available to a team player, have excellent interpersonal skills, of solid secretarial experience. Proficiency in WordPerfect 5.1 a must. It involves telephone, reports & some recreation. Send resume to: Carmel, P.O. Box 861, Southfield, MI 48037.
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Sales & marketing office & automotive aftermarket distributor has a full time position open for Receptionist/Secretary & General office duties. Must have good typing skills, 1-2 inter-personal skills required. Excellent benefits. Send resume to box 840
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST
Minimum 2 years office experience. Typing of 60 wpm (tested), and proficiency in WordPerfect 5.1 or 6.0. Dependable dependable a plus. Must be reliable and possess a pleasant, professional phone manner. We offer full benefits, 401(k), and a fast paced work environment. Send resume with salary requirements to: P.O. 34001 Venoka, Livonia, MI 48150. Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Oakland Psychological Clinic P.C.
Attention Personnel
3000 S. Woodward, Suite 102,
Bloomfield Hills, MI 48302
An Equal Opportunity Employer

SECRETARY
Simplex, the leader in the manufacture, sale and service of fire/safety equipment has an immediate opening in our Livonia office. As a member of our professional team, you will be responsible for correspondence, data entry, collections and stock, inventory and customer service in our Time/Data Division. You must be seasoned in the use of Microsoft Office, (Word and Excel, typing at least 50wpm. Familiarity with on-line order/inquiry systems is a plus. The successful candidate will have strong interpersonal skills, be detail-oriented and work well under pressure. Simplex offers a competitive salary and a superior benefits package. If you, individuals is seeking to forward their resume with salary requirements to: Simplex, Attn: Office Supervisor
Employees Federal Credit Union,
31672 Industrial Road
Suite 200
Livonia, MI 48150
An Equal Opportunity Employer

STATE FARM
Bloomfield Agency looking for a top notch sales/service representative. Must be a graduate, with a cheerful personality. Resume in confidence to: State Farm, 6642 Inkster, Suite 290, Bloomfield Hills, MI 48301

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Part time. Typing, telephone, word processing, Lotus skills required. Good resume with salary requirements to: Box 460, 29566 Beverly Rd., Suite 200, Beaver, Troy MI 48084.

SECRETARY/PROCESSOR - Ideal candidate will have strong word processing skills, Basic real estate & computer skills preferred. Call Joan at 355-6230 ext 163.

SECRETARY/RECEPTIONIST
Part time, Typing, phone and data entry skills required. Flexible hours 9 days/week. Resume to: Coldwell, 30833 Schoolcraft, Livonia, MI 48150.

SECRETARY/RECEPTIONIST
Architectural firm seeks full-time employee with professional appearance, excellent interpersonal skills & proficiency with WordPerfect 5.0. Good sense of humor and a resume to:
Gunnar Roberts & Associates, Inc.
532 Horton Road
Bloomfield Hills, MI 48304
An Equal Opportunity Employer

SOUTHFIELD LAW office seeks excellent skills in typing, spelling, grammar, office procedures. Non-smoker preferred. No prior legal experience necessary.
Call 948-8004

SUMMER JOB
Part Time Scheduling Coordinator for weekends and some weekdays. Could continue for weekends when school resumes in Fall.
Call Debi, 357-7086

Secretary/ Receptionist
IMMEDIATE OPPORTUNITIES
- Several positions are open for candidates with WordPerfect or Microsoft Word.
- Human Resources Clerk: Administrative duties, unemployment compensation experience. Entry-level position available.
- May lead to full-time
- Benefits.
- Never an applicant fee

Please forward resume to Joe at:
Kelly Services
29100 Northwestern #4
Livonia, MI 48154

522-4020 Fax 522-0996

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504 Help Wanted Office-Clerical

SECRETARY
Metro Medical Group, a division of metro Detroit Medical Group, has a full time position available for a Medical Secretary at our Beaubien medical center. The chosen candidate should have good computer software skills (Lotus, WordPerfect, Harvard Graphics), good customer service and interpersonal skills, and be able to type 50wpm. We offer a competitive starting salary and excellent benefit package, including medical, dental, life, and tuition. Send resume to the Human Resources Department at:
METRO MEDICAL GROUP
1600 TUXEDO AVE.
DETROIT, MI. 48208
Attn: M. Krishnappa
An Equal Opportunity Employer

SECRETARY, part time, for small law office in Farmington Hills. Legal & WordPerfect 5.1 experience required. Hours up to 30 hours a week. Send resume to: 30300 Village Green Blvd., #302, Farmington Hills MI, 48331

PART-TIME POSITION AVAILABLE
Light secretarial duties. Ideal for working professional or person seeking additional income. Office experience helpful. Flexible hours & salary. (40-Minimum) Fax PO Box 964, Attn J.W.B., Troy, MI 48084.

WORD PROCESSORS
Immediate openings. All software. Full & part-time.

SNELLING PERSONNEL SERVICES
Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7300
Taylor 344-0777

SWITCHBOARD OPERATOR
Full Time. Experience required. Fairlane Dodge of Southfield. Call Jo Beale, 352-6600

WORD PROCESSOR
Possessing exceptional typing, spelling & transcription skills needed by attorney with good third level legal time. Must be experienced in WordPerfect 5.1. Legal background a plus.
Please call Ann at, 810-348-3880

T-Y-P-I-S-T-S
Proficient typists needed immediately, 50-70 wpm. Electronic typewriters/word processing equipment.
MANY JOBS
CALL TODAY!
Troy Office - 528-8454
SOUTHFIELD/LIVONIA - 353-6300
FUTURE FORCE SERVICES

WORD PROCESSING SECRETARY
Madison Heights company looking for word processing secretary. Candidate should possess good communication skills and be proficient in Microsoft Word and Excel. Minimum typing speed: 50 wpm. Please call Human Resources at: 546-4448
Or fax your resume to: 546-3474
for immediate consideration.

WORD PROCESSOR, Med. transcription/medical duties, non-smoking office, superior spelling & necessary grammar, outgoing mannner, for a busy medical/legal Hoot office. Professional appearance, word processing/computer knowledge and telephone skills required. Medicare billing experience helpful but not required. Send resume & salary requirements to: Box 845
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

SWITCHBOARD OPERATOR
Active dealership and Westside corporate offices seek professional switchboard operator with superior skills. Excellent pay and benefits. No fee. Personnel
751-8000/fax 751-8619

Technical Clerks
Word Processors
Several positions available for short/long term contract assignments in various industries. Must have good communication skills, knowledge of word processing software. Call 16-Western
Apply at Western Restaurant, 34453 Warren Rd., Canton.

BAR, WAIT STAFF, COOKS. Apply in person after 5PM. Romeo's Restaurant, 1670 S Wayne Rd., Westland. 729-9550

Western
TECHNICAL SERVICES

TELEPHONE ANSWERING OPERATORS
light clerical, Word Processing a plus. Permanent part time positions in West area. Call 644-0066

TROY LAW FIRM seeking permanent, part-time (11am-5pm) phones, filing, need organization, some office experience, helpful person. Salary $ salary (40-Minimum) fax PO Box 964, Attn J.W.B., Troy, MI 48084.

WORD PROCESSORS
Immediate openings. All software. Full & part-time.

SNELLING PERSONNEL SERVICES
Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7300
Taylor 344-0777

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS FOR
PART TIME COOKS
WAIT STAFF
& BUSPERSONS
AFTERNOON & MIDNIGHTS
Apply in person
DENNY'S RESTAURANT
Grand River & 10 Mile
Farmington Hills

BANQUET Servers & Dishwashers, part-time, weekends. Good pay & working conditions. Work after Town The Plymouth Manor, 455-3301

BARTENDER part time, will train. Apply Plum Hollow Lanes, 21900 W. 8 Mile, Southfield. 353-5640

505 Help Wanted Food-Beverage

BARTENDER, experienced preferred but part time work, some evenings available. Competitive pay. Call 667-0770

BAR PERSON
No experience needed. Pleasant personality. Most opportunities. Call Jerry, 591-8788

BARTENDERS & WAITSTAFF
Needed part time. Experience preferred but not required. Must be able to work weekends. Call 16-Western
Apply at Western Restaurant, 34453 Warren Rd., Canton.

A high volume Classic Motor Restaurant is accepting applications for the following:
BARTENDERS
PATIO SERVERS
Apply in person
Bussers & Host Persons
Apply Monday-Friday, 2-4 p.m.
BO Pitch - Dearborn
Fairlane Town Center

505 Help Wanted Food-Beverage

BANQUET STAFF
The following part time positions are immediately available:
West Bloomfield
Parties & Banquets
Ability to perform entry level cooking duties
HILLSIDE CULTURAL CENTER
5675 JOY RD., WESTLAND

A high volume Classic Motor Restaurant is accepting applications for the following:
BARTENDERS
PATIO SERVERS
Apply in person
Bussers & Host Persons
Apply Monday-Friday, 2-4 p.m.
BO Pitch - Dearborn
Fairlane Town Center

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Please call for reservations
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Ask for David Busch 644-7000
THURSDAY, JUNE 23, 1994 • 7:00 P.M.
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Livonia, MI 48152-2951
313/953-1688
SourceOne Mortgage Services Corporation
NEW LIVONIA BRANCH
BUILDER ACCOUNT REPRESENTATIVE
As one of the nation's largest mortgage bankers, providing local service since 1946, we have immediate openings for New Construction Builder Account Representatives. Successful candidates must be aggressive self-starters with established builder contacts, excellent sales skills, and a working knowledge of the new construction process and the mortgage banking business.
Compensation plan includes base salary, tiered commission program, and competitive employee benefit program including an Employee Stock Ownership program.
The new Livonia Branch provides on-site processing, underwriting, appraisal staff and closing department.
Fax (313/953-1754), or mail resume in confidence to Lawrence Brown, Manager.
Equal Opportunity Employer M/F/V

Source One Mortgage Services Corp.
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313/953-1688
SourceOne Mortgage Services Corporation
NEW LIVONIA BRANCH
EXPERIENCED LOAN OFFICERS
As one of the nation's largest mortgage bankers, providing local service since 1946, we have immediate openings for experienced Loan Officers. Successful candidates must be aggressive self-starters with previous experience in Conventional, FHA & VA and an established Realtor Business Base.
The New Livonia Branch provides on-site processing, underwriting, appraisal staff and closing department.
Compensation plan includes tiered commission program, and competitive employee benefit program including an Employee Stock Ownership program.
Sales area opportunities:
Farmington Hills, W. Bloomfield, Waterford, Plymouth, Canton, Livonia, and Down River.
Fax (313/953-1754), or mail resume in confidence to Lawrence Brown, Manager.
Equal Opportunity Employer M/F/V

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Sales Representatives & Account Representatives
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6:00-9:00 pm
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10:00 am - 4:00 pm
Laurel Manor • Livonia, MI
GROW WITH Detroit
Due to our success and growth, we are currently seeking several Professionals for our Southfield office. For further information, call Jennifer to set up an appointment.
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Grab this great chance to join a recognized insurance industry leader offering a multi-line portfolio of products, while you enjoy the flexibility of an independent business owner. When you're in charge, your future is bright, your potential limitless! If interested, please contact Anita Groome at
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Fax your resume to 810-351-7007
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If You're not living up to your potential...
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Now you can do something about it!
Career Night—Open House
Thursday, June 23, 1994
6:30-8:30 P.M.
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SOUTHFIELD	354-1500	OXFORD	628-3300
WATERFORD	673-1291	TROY	879-7000

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