504 Help Wanted Office-Clerical

- ACCOUNTANTS/CPA'S
- FULL CHARGE BOOKKEEPERS
- PAYROLL CLERKS
- A/P & A/R CLERKS
- COLLECTIONS CLERKS
- MANAGERS

We need your skills for Temp and Temp-to-Perm positions.

Entry-level or advanced, our clients are eager to meet your hours. Let us be your agency that gives the clients what they need. Training, new technologies, and stronger benefits packages are what we can offer you. Medical benefits available.

(810) 354-2410
ACCOUNTANTS ONE
24901 Northwestern Hwy., Ste 318
Southfield, MI 48075

AGENCY

ACCOUNTS PAYABLE CLERK
Automotive supplier seeking a detailed, organized individual to process vendor invoices. Experience with a computer and knowledge of Windows & PC software a plus. Send resume to: Administrator, 12001 Lower Rd., Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
PLYMOUTH AREA
Finance V.P. - Someone with over-achiever drive, motivation and strong legal assistant. The following skills: Excel, Word, Powerpoint, Lotus 1-2-3, Internet, Graphics, 63 wpm & Full benefits! Call Lori at

ADIA
810-478-1115

BILLER
Auto Dealer has immediate opening for a full time Biller. Experienced, benefits & 401 k. Apply: Bob Saks, 30600 Plymouth Rd., Livonia

BOOKKEEPER
Full charge bookkeeper in small sales office. Must have prior experience in full cycle accounting & knowledge of computerized inventory bookkeeping. Send resume to Box 642
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Full time, Busy Retail Gift Accounting office. Will train. Prefer fully computerized accounts receivable & payable experience. Accurate typing skills. Experience preferred. Must be self-starter. Highly motivated. Call, Jennifer, Call Collect, for application and detailed job description.
810-348-6222

BOOKKEEPER - Full or Part time experience necessary. 20411 W 12 Mile, Ste. 211, Southfield, 357-3700

BOOKKEEPER - Full Time

Immediate Opening
Multi state construction finance company through the General Ledger. Real estate/ software experience a must. Send resume with salary requirements to: DCM, 30555 Southfield Rd., Ste. 175 Southfield MI 48076.

BOOKKEEPER
Property management and construction company in Rochester Hills has an immediate opening for a bookkeeper with experience in computerized accounting. Duties will be varied, fun and fast paced. Light typing and word processing job duties also. Ideal candidate will have 3 years bookkeeping experience. Please fax resume to Personnel, 1600 Rochester Hills Dr., Rochester Hills, MI 48309

BUSY OFFICE needs energetic self & self motivated A/P person. Call for more information.
810-471-5344

BUYER (ASSISTANT)
Consumer electronics firm seeking individuals with strong organizational skills, process purchase orders, maintain returns, and inventory maintenance. Computer literate candidates must have purchasing and accounting experience. Knowledge of Lotus 123 for this office is a competitive salary and benefits package. Fax resume with salary requirements to:
Personnel Manager, Fax Only
7254 Pennington Rd.
Brighton, MI 48116

CLAIMS ASSISTANT
Insurance firm with local office seeks individual with strong, professional communication skills to assist with claims processing, data entry and customer service. Full benefits and salary commensurate with experience. Send resume to: SFS, 28777 Southfield Hwy., Ste. 208, Southfield MI 48034

CLERICAL
Full time, Monday - Friday. Data entry & Receptionist duties required. Send resume and salary requirements to: DCM, 30555 Southfield Rd., Ste. 175, Southfield MI 48076.

CLERICAL NEEDED full time. Should be familiar with computers. Light bookkeeping, basic good telephone skills, 3-5 years experience. Call Carol Wendt, Inc for Clients:
810-355-3400 Ext. 731

CLERICAL - PART-TIME
Flexible hours. Typing, filing, phone & communication skills required. E&O Employer
Contact Patricia at 810-381-4368

504 Help Wanted Office-Clerical

BOOKKEEPER/
PARA-PROFESSIONAL
Tiny based CPA firm needs bookkeeper/Para-Professional. Responsibilities for General Ledger thru Trial Balance & Financial Statements. Salary & benefits commensurate with experience. Send resume with salary history to:
Bookkeeper/Para-Professional, Box 648
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL
Entry Level Position
Call Dave Parker at
810-476-0000, ext 202

CLERICAL - looking for an energetic, go-getter that would like to work in long term temporary position in Livonia. Knowledge of WordPerfect for Windows a plus & Excel.
Call 464-7078
ETD Temporary Services
An Equal Opportunity Employer

CLERICAL
PROCESSOR/CASHIER
$6.50 per hour
Plus weekly bonuses

Housecleaning, organized individual with minimum average time frame as our West Bloomfield Corporate Headquarters.

We offer: Dallas benefit package
Flexible hours
Complete training

Duties include: Data entry - must type 50wpm
Cashiering/
preparing daily
bank deposits.

Please call Mrs. RHONDA CLEAVER
HITMESS MANAGEMENT CORP
810-539-3500

CLERK TO ENTER and track information, inspection and inventory. Must have good bookkeeping skills. Knowledge of computer literate.
Call Lynn at 810-353-8680

CLERICAL SERVICE
We are a national temporary help company and are looking for a motivated, people oriented person to interview as a person responsible for job positions for our Metro Detroit area office. Responsibilities include: Interviewing, assigning jobs, scheduling, answering busy phones & maintaining a clean & orderly environment. Previous or high or human resource experience helpful. Send resume to:
Anita Manager, 26241 Southfield Rd., Lathrup Village, MI 48076

COMPUTER PARTS CONTROLLER
Seeking an efficient and organized individual to purchase and control inventory for our Parts Dept. Knowledge of parts for computers, printers and associated equipment a must. Resume with salary requirements to: BJH Incorporated, Attn: 23875 Northwestern Hwy., Southfield, MI 48075. Attn: T. Sweeney

Construction Secretary
Experienced individuals needed for large commercial project. Must be proficient in Word, Excel & Powerpoint. Knowledge of construction a plus. Excellent salary & benefits. Call Collins for application and detailed job description.
810-540-8222

COORDINATOR - Full time. Experience necessary. 20411 W 12 Mile, Ste. 211, Southfield, 357-3700
Central Accounting

CONTEMPRA
is seeking highly motivated & dependable people with various skills.

- Secretaries . . . . . $6-$13
- Word Processors $8-$10
- Switchboard . . . . $6-$ 8
- Receptionists . . . $5-$ 8
- Data Entry Clerks $6-$ 8
- Customer Service $6-$ 8
- File Clerks . . . . $5-$ 8

We offer:
- Vacation pay
- Medical insurance
- Referral bonus

Please call for an appointment today!

ROCHESTER HILLS OFFICE
NOW OPEN
(810)583-9500
Madison Hgts

(313)563-5900
Dearborn

CREDIT ANALYST
Lease company seeks credit analyst. Collection experience preferred. Knowledge of accounting and computer applications. Send resume to: Hertz, 38111 W Six Mile, Ste. 136, Livonia, MI 48152.

CUSTOMER SERVICE - Manufacturer seeking customer service representative for mature qualified individual.
- part time is possible full time
- Customer service/order contact, general office
- Phone work
- Home office environment

Fax/Mail resume/cover letter
Sherry Smith, Fax: 810-344-8648 or call 810-644-7363

CUSTOMER SERVICE
Do you like dealing with people & solving problems? Entry level position with growing national company. Excellent working environment. Flexible hours & benefits package. Send resume in confidence to: CP, PO Box 9066, Farmington Hills, MI 48333

504 Help Wanted Office-Clerical

DATA ENTRY
CUSTOMER SERVICE
Join a team of professionals with our new Farmington Hills and Plymouth sites! Temp to perm. Full or part time opportunity for your $.600 plus keystroke. Starting salary at $6.50 per hour equivalent.
Call Delaney
810-473-2833
UNIFORCE SERVICES

DATA ENTRY/SECRETARY
part time, opportunity for full time in Livonia. Must be fast, accurate & thoroughness. For interview call Mach McCann at 810-433-8333

DENTAL - Chemelis Assistant, full time, congenial dental office in Farmington Hills. Monthly insentive bonus plan in place. Starting salary negotiable based upon experience & skills. Call 810-855-1833

DEVELOPED POSITION for person who needs little or no supervision in Farmington Hills. Must have management office. Good typing skills, accurate & detail oriented. Telephone experience necessary. Full time. Benefits. Send resume to:
Box 647
31555 Southfield Road
Birmingham, MI 48025

EXECUTIVE ASSISTANT
Large global risk management consulting & insurance brokerage firm has an executive Assistant, for senior executive. Candidate must be highly organized, have excellent communication skills & strong typing skills. Knowledge of Lotus, Word & Powerpoint a plus. Send resume with salary requirements to: Human Resources, 30777 Northwestern Hwy., Farmington Hills, MI 48334

FILE/GENERAL OFFICE CLERK
for Farmington Hills law firm. Perfect opportunity for college aspirations, communication & organization skills. Send resume to: Box 642
Sullivan & Mychalowych, 31000 Grand River Ave., Ste 340, Farmington Hills, MI 48336 or call 7am for interview at 810-442-0510

LIGHT OFFICE WORK
Part time, Mon-Fri, 10:00-3:30 Answering phones, word processing, typing needed. Detroit. 313-273-1001

GENERAL OFFICE/
CLERICAL
Will train sharp individuals for clerical tasks in Southfield to perform accounting duties. Full time, $6.50 hourly. Excellent benefits including medical, dental, life, 401K, 100% tuition reimbursement, paid vacation & holidays. Send cover letter resume to: Sheryl Dach, Raymond & Associates, 30600 Telegraph, Ste. 2300, Southfield, MI 48025

LEGAL SECRETARY
Full time, Mon-Fri, 10:00-3:30. Typing 65 wpm., dictaphone, WordPerfect 5.1 experience preferred, knowledge of bankruptcy helpful, small Bloomfield Hills office. Salary based on experience, benefits if needed. If interested, please send resume to:
Box 646
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Trenton Automotive Supplier has an immediate opening for a Legal Secretary/Assistant with knowledge in Tiny. Qualified candidate will have minimum of 2 yrs of legal office experience, strong Word Processing skills, knowledge of legal terminology & transcription, good written & verbal communication skills. Bilingual a secretary is strong preferred. Send resume and salary requirements to:
Manager, Human Resources
Trim Trim Automotive Co.
730 Stephenson Hwy.
Troy, MI 48083
EOE

MARKETING ASSISTANT
Industrial manufacturer seeks assistant with background in (WordPerfect Windows), spreadsheet (Lotus), direct mail and research projects. Public relations and direct mail coordinating a plus. SEND RESUME TO
WALL COLMONOY CORPORATION
Attn: Elizabeth Hay
Madison Heights, MI 48071
ATTN: Marketing Dept.

MATERIALS CLERK
Varsity Inserts is the nation's leading manufacturer of the embroidered letter program. We are seeking an experienced and highly motivated Materials Clerk to work part time in our Manufacturing Facility. The ideal candidate must possess the following qualifications:

- Good written and verbal communication skills
- Good data entry skills
- Good typing skills
- Ability to work Mon-Fri, 10-3pm
- Excellent organizational skills

If working in a fast paced, progressive corporation that values teamwork and you possess the above qualifications, please send a resume to:
VALASSIS INSERTS
39915 Schoolcraft Rd
Livonia, MI 48150
Attn: E. Casalino

An Equal Opportunity Employer/
Drug Testing Employer

OFFICE/CLERICAL POSITION
Part time, flexible hours. Prior experience helpful. Pay negotiable. Contact Tom Cooper at (810) 423-6222

OFFICE HELP NEEDED - PART TIME for Livonia based company. 10-15 hours per week, flexible but advancement & more hours. Call Jackson 8 & 4.30 810-981-4277

OFFICE WORKER - SECRETARIAL, COMPUTER, FILING, etc.
30 hrs. Mon-Fri. Needs Positive attitude. 41263 Vinsetta, Novi 48375

RECEPTIONIST - PART TIME
Various clerical duties.
Call 810-642-1232

RECEPTIONIST/SECRETARY
Full time position for busy office. Light typing & phone. Computer literate, friendly, self starter. For day/L.
(810) 348-2500

RECEPTIONIST - for Southfield CPA office. Must be organized, professional, and reasonably. Resume to: Box 647, 36251 Schoolcraft, Ste. #800, Southfield, MI 48075

504 Help Wanted Office-Clerical

MIDNITE SHIFT, $6HR
Perms, temporary long & short term jobs.
ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth

PAYROLL CLERK - small consumer electronics firm seeking full-time person to process weekly payroll and related duties. Must have at least 1 year of computerized payroll experience, with excellent math, computer, organizational, and problem-solving skills. We offer a competitive salary and company-paid benefits package. Send resume with salary requirements to:
Personnel Products
7254 Pennington Rd.
Brighton, MI 48116

PERSON FRIDAY needed for a full time position. Lively environment. Good salary, excellent benefits package after 90 days. Call Mr. Ken Lewis, personnel manager, 313-931-0440.

RECEPTIONIST
Light secretarial & bookkeeping duties. Immediate hire. $200 per week/hrly.
Call Mr. Kaminski
313-893-8438

RECEPTIONIST - experienced, multi-line telephone, word processing, good communication skills, typing 50 wpm, filing, some bookkeeping. Fax resume and references to: Secretary, Box 442, Dearborn 12 Mile Rd., Southfield, MI 48076

RECEPTIONIST - Mature, responsible & personable individual to handle busy phones in fast-paced professional office. Good typing skills & Macintosh literacy a must. Benefits. Farmington Hills. 810-489-8888

RECEPTIONIST-FULL TIME
for Royal Oak business. Computer literate. WordPerfect 5.1 experience required. Strong phone skills a must. Call Carolyn, Mon-Fri, 12-3pm.
810-546-8325

RECEPTIONIST
Distribution company. Time recognized with excellent phone skills. Light typing & general office duties. Word processing experience preferred. Send resume & salary requirements to: Personnel PO Box 516, Keego Harbor, MI 48320

RECEPTIONIST
Highland Automotive Dealership, Full time.
Thursday, 9 a.
Saturday, 9 a.m. to 6 p.m.
Tuesday, Wednesday, Friday, 9 a.m. to 6 p.m.
Apply in person
ERHARD BMW
4063 Maple Rd at Telegraph
BLOOMFIELD HILLS
[illegible] 6565

RECEPTIONIST/SECRETARIAL
A growing corporation in W. Bloomfield has an immediate opening for a skilled marketing/sales department. Ideal candidate will provide sales material and field support. Must be proficient in Word Processing, and have excellent communication skills, able to detail-oriented, ability to multi-task, strong telephone skills, management and problem solving skills. If you're an experience laught you to make quick decisions & is used to wearing many hats we would like to meet with you. We need an energetic, self-motivated self-starter who is not afraid to roll up their sleeves and dig in. Salary commensurate with ability. Fax resume to: Fax 810-851-8241, W. Bloomfield, MI 48325

RECEPTIONIST - PART TIME
Auto dealership in Novi looking for experienced person with outgoing personality who can handle busy phones. Call 810-476-7900 ext 217

RECEPTIONIST - Full time
Entry level position for busy brokerage office. Send resume to:
MeC P.O. Box 8054
Farmington Hills, MI 48333-8054

RECEPTIONIST TO $6HR.
Temp & temp to permanent. Need flexible and dependable person.
ARBOR TEMPS 459-1166
9433 Haggerty Rd. Plymouth

RECEPTIONIST/SECRETARY
CPA firm. Computer knowledge necessary. Send resume to:
Donald Schneider & Co.
32000 Northwestern Hwy., Ste. 163,
Farmington Hills, MI 48334

RECEPTIONIST
Experienced receptionist needed for a dynamic office. Must be able to work 2 evenings a week. Pleasant personality a must. Please call Donna at 810-474-0500

RECEPTIONIST/TYPIST
Full time, Small Livonia office. Diversified duties. Light typing required. $8/hr. Comprehensive benefit package. 1-3p.m. Call Monday to P.O. Box 363, Clawson, MI 48017.

RECEPTIONIST/CLERK
Entry level position for a personable individual to handle phones & perform other duties as assigned. Typing & data entry is important. Send resume to: Personnel, 21725 Bellaire, Southfield, MI 48075

RECEPTIONIST (EXPERIENCED)
Excellent phone skills, general, pre-bill, data entry, word processing 6.0. Competitive wages & benefits. Fax resume to Personnel, 313-420-3300, 32713 Schoolcraft, Ste. 103, Livonia MI 48150.

RECEPTIONIST
for real estate office in Farmington Hills. Responsibilities include light typing & filing. Flexible hours & benefits. Great job for college student. Call Stacey, 810-737-8000

RECEPTIONIST - Full time position for person who possesses excellent phone skills, professionalism, and have previous experience with multi phone lines. Full benefits with most holidays off. Apply in person: AVO, 28044 Center Oaks Ct, Wixom, MI 48393. Attention Manager.

RECEPTIONIST/TYPIST
Full time position beginning January 3rd. Outstanding phone skills a must, computer experience preferred. Light typing, filing and 30 days. Competitive salary. Please contact:
Brass Ring Productions
313-642-3308

RECEPTIONIST
entry level position for a fast paced property management office in Canton. Ideal candidate will have a professional image. Duties include phone, light typing, filing and PC experience helpful. Unlimited growth potential. All resumes must include salary history. Send to:
Property Management Group,
30300 Cloverdale Rd.
Ste 2200, Southfield, MI 48076
fax 248-433-1818 or call 810-642-8333

Receptionist
Busy 3 Dr. Care headquarters is looking for a dedicated individual with solid phone experience. Must and good people skills. Typing, filing and PC experience helpful. Unlimited growth potential. All resumes must include salary history. Send to:
Personnel Director, Suite
30300 Cloverdale Rd.
Ste 2200, Southfield, MI 48076
fax 248-433-1818 or call 810-642-8333

SECRETARY
Be assertive and well organized? Looking for your experience and ability to work with clients of major health care company. Windows software & Word Perfect 5.1 helpful.
810-473-3922
UNIFORCE SERVICES

SECRETARY
ADMINISTRATIVE ASSISTANT
Full time position, Farmington Hills area. Minimum of 5 years office experience, excellent communication skills & 5 years experience Lotus, Windows, WordPerfect & Letter 4.0. Good benefits.

Please send resume with salary requirements to:
PERSONNEL DEPT
901 N. Main Street, Suite
Ann Arbor, MI 48104
or Fax 313-769-3699

SECRETARY/CLERK
Premier Job Representative has an entry level position in our Bond Issue Department for an energetic, highly motivated individual with excellent typing and word processing skills. Windows, Word Perfect, Lotus, Window Processing essential. Company offers excellent salary and benefits plus opportunities for advancement.
Please send resume or letter to:
Personnel Director
Fax 810-557-7404
P.O. Box 5041
Detroit, MI. 48236

NO PHONE CALLS PLEASE
EEO

504 Help Wanted Office-Clerical

BALES OFFICE ASSISTANT
With knowledge of data entry experience for Builder's luxury model home. Hours 12-8pm, some Fridays, including weekends. For appointment call 313-534-8484

MATURE SECRETARY, for 3 man sales office, part time, 1-4:30pm. Heavy typing. Weekly salary. Call 810-540-1668

RECORD SECRETARY
Experience with word processor in medical field. Bookkeeping ie. FAAC, 23450 Middlebelt Rd., Farmington MI 48336

RESPONSIBLE SECRETARY
needed for small Detroit law firm, strong typing/Word Processing skills and ability to deal with high volume of clientele. Call 10 to 12am
313-276-2986

SECRETARIAL/
ACCOUNTS CLERK
Experienced person needed for growing office. Must be organized and dependable, working well under pressure. Knowledge of 1-2-3, Quattro-Pro, Excel and Word a must. We are looking for a self-starter who is willing to learn. Terra, Inc., 44780 Helm St., Plymouth, MI 48170. No phone calls please.

SECRETARIAL CAREERS
SECRETARY $8-10/HR. Endless possibilities! Individual needed for sales department. Must have 55 wpm typing skills. Lots of variety & project work. MS Word a plus.

ACCOUNTS PROCESSING Coordinator - to $27,000. Several locations in metro Detroit. Typing 65+ wpm, 10 keys & Word processing skills required. If you are a self starter & enjoy keeping busy, this is the spot for you.

All Fees Company Paid
PERMANENT STAFF
Troy 810-645-3730
Farmington Hills 810-737-8750

SECRETARY - Construction company seeking secretary familiar with computers. Call Brian Kaminski at 810-476-7132

SECRETARY for Bloomfield Hills law firm, full time Real Estate Support. P.O. Box 6333, Bloomfield Hills, MI 48302

SECRETARY
for non profit health agency in Southfield. Good computer skills. Start at $3.50 per hr. Send resume to: AFMC, 23968 Northwestern Hwy., #210, Southfield, MI 48075

SECRETARY for Southfield law office. Computer/word processing experience. Bookkeeping experience necessary. Compensation commensurate with ability. Fax resume only: Law Office, 21850 W. 11 Mile Rd., Ste 202, Southfield, MI 48076.
FAX 810-350-0504

SECRETARY
Major Bloomfield law firm with multiple locations has immediate short term assignments available. Must be fast & accurate with Word Perfect or Windows. Excellent salary and paid holidays.
Call Sharon 810-646-7842
UNIFORCE SERVICES

SECRETARY/RECEPTIONIST - Fast paced development company seeking person for Farmington Hills office. Excellent phone & computer skills.
Fax resume to: 810-626-8049

SECRETARY/RECEPTIONIST
Experienced, dependable, organized person for Farmington Hills office. Excellent phone & computer skills.
Call 810-626-8049

SECRETARY/RECEPTIONIST
Full time position. Fast-paced Bloomfield Hills CPA firm seeking organized, self-starting team player. Excellent phone skills, accurate typing, Word Perfect 5.1 helpful. Salary & benefits commensurate with ability & salary requirements to:
Personnel Manager
1500 Woodward, Suite 230
Bloomfield Hills, MI 48304-2275

SECRETARY/RECEPTIONIST
Expanding marketing services company seeks personable, self-motivated individual with excellent attitude to assist with general office duties and expansion, scheduling and training applicants. Heavy phone use. Word processing experience preferred, minor PC knowledge required, since PC knowledge provides the ability to work in a coordinated environment with multiple promotes. Four-hour years' experience in Word Processing and Human Resources experience a plus.

Full benefit package including 401(k) and tuition reimbursement is offered. Adecco is a nationwide staffing company specializing in "fun for extra" by ten (313-416-9863) or mail resume to:
ADECCO
ADECCO CORPORATION
Attn: CM - HR
P.O. Box 7025
Plymouth, MI 48170

EOE

SECRETARY - small consumer electronics firm seeks full-time secretary/receptionist with good communication skills. Must be organized, detail-oriented, and accurate. Duties include: Phone coverage, data entry, including word processing/spreadsheet applications, filing, and other duties as assigned. Salary and company-paid benefits. Send resume and salary requirements to:
Personnel Products
7254 Pennington Rd.
Brighton, MI 48116

SENIOR SECRETARY
TO $12 PER HR.
Temp to perm. Experience helpful. Interesting position.
ARBOR TEMPORARY, 459-1166
9433 Haggerty, Plymouth

SOUTHFIELD LAW FIRM needs qualified RECEPTIONIST with good phone experience. Forward resume to P.O. Box 628
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

TYPIST - immediate opening in Southfield Law firm for Part time (approx. 20-25 hrs. per week). Excellent student preferred. Please contact Sandy at:
810-355-7575

WARRANTY CLERK/DATA CLERK needed for busy dealership office. Experience preferred, but not essential. Good math, typing, computer and working conditions. Apply in person to Rosenberg Chevrolet, Ford Hamtramck Township 30200 Ford Rd. Westland

EOE EMPLOYER

Word Processing
Are you reliable and organized? Can you type 50 wpm and have prior word processing and Word-Perfect or Word experience? Our resume service is growing and we need someone like YOU! Wonderful benefits! Call our service manager, Sherry, at 810-557-7404 and we are confident. Qualified applicants send resume to:
RPO-1200, 30600 Civic Center Drive, 2300, Southfield, MI 48076

WORD PROCESSOR - NOVI
Transcribe/organize dictation. Non-smoking office. Superior quality & speed. Word Perfect 5.1 experience for a busy medical/legal office. Professional attitude, good word processing/transcription skills. Medical/legal experience preferred. Business letters required. Salary commensurate with experience. Send resume and salary requirements to:
Box 648
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

WORD PROCESSOR for CPA firm. Windows/Word experience required. Resume 1988 Tech Center, Ste. 300, Southfield, MI 48075

WORD PROCESSORS TO $12 HR.
Advanced Word Processors for all positions. WE mean
ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth

504 Help Wanted Office-Clerical

WORD PROCESSORS
We have 18 openings for Word Processors with Microsoft Word and Windows experience. Temp-to-perm, other are temporary. Positions are located in Livonia, Plymouth, Farmington, Northville and Novi.
CALL TODAY -
WORK TOMORROWS
SKILLING PERSONNEL SERVICES
313-464-2100

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
Full and part-time help. Retail/Deli. No nights or weekends. Competitive wages.
Tim Krause, 810-356-9696

ATTENTION
DIETARY AIDES!
Plymouth Court Nursing Center is seeking a part time dietary aid to join our caring team. We offer competitive wages and full benefits. Apply in person at Plymouth Court, 104 Haggerty Rd., Plymouth. Contact in and fill out an application and receive a free pizza while they last!
An Equal Opportunity Employer

BAKER/BAKERS HELPER
for large bakery. Wages to start. Call Denis after 8pm, 313-271-6400

BAKERY HELP WANTED
Full time, Apply at:
Bobbie's Pastries, 19161 Merriman
810-471-1880

BARTENDER - Experienced
Needed for part-time work in friendly bar, Canton area.
Call 313-487-8770

BARTENDER & WAIT STAFF
Apply in person, Red Coat Tavern, 3808 N Woodward, Royal Oak.

BATZI'S HAMBURGERS - Midnight shift. Apply in person from 7 to 10am or 2 to 5pm, 23406 Five Mile, Livonia.

BATZI'S HAMBURGERS - Full time, all shifts. Apply in person from 7 to 10am or 2 to 5pm, 23406 Five Mile, Livonia, or 22291 Middlebelt Farmington Hills.

Blakeney's Now Hiring!
FULL-TIME COOK - immediate position. Excellent benefits. Prior Experience required. PART-TIME WAITSTAFF also needed. To arrange an interview call 810-477-3340

BOB EVANS
Now hiring for day time Hostess & Cooks (all shifts). Apply in person at:
1381 Middlebelt Rd. Livonia

CHEF'S, LINE/PREP COOKS AND DISHWASHERS - Full and part time, all shifts. Apply at: Lumpy's Steak's on the Hearth, 24201 W. 7 Mile, Redford
313-538-4488

COOKS & COUNTER HELP for Greek To Me Restaurant in Farmington. Experience preferred. Apply in person, Excellent pay.

COOKS, WAITSTAFF
BUS PERSONS & DISHWASHERS
All shifts. Apply in person only, Ren's Ham, 8360 Middlebelt, S. of Joy Road, Westland.

Upscale gourmet deli-type pizza carry-out looking for kitchen, counter & delivery help. Nice, fun place to work! Call or stop in: Andy's Pizza on Main located in the Holiday Market center.
810-347-7117

DAIMON'S
The place for ribs. Now hiring all positions, including Prep & Cooks. Any shift. Top pay. Apply within:
43780 Ford Rd., Canton

DELI MANAGER
To work in upscale European style newly established Farmington Hills deli/grocery. Competitive salary, benefits. Experienced. Apply in person: Food & Wine Bistro, 43350 W. 10 Mile, Novi.

DISHWASHERS
afternoons, full or part time.
Dallas's in Westland.
Call Jim at 313-422-8802

DISHWASHERS - FULL TIME
Responsible, flexible. Oregano's Pizza, 21400 Michigan Ave, Dearborn.

ALL'S NOW HIRING
Experienced Cooks
Dishwashers, Wait Staff & Bartenders. Apply at: Lumpy's Steak's on the Hearth, 24201 W. 7 Mile, Redford, Plymouth.

FINE DINING - Now accepting applications for all positions. Wait Staff, Bar, Host, Kitchen. Full time only. Apply in person, 10am-1pm, The Inn at Cooper Creek, 12 Mile Rd. between Halsted & Haggerty.

BENNIGAN'S
HOST STAFF. Full & part-time. Apply in person
3-4pm daily: 35555 Northwestern Hwy., Southfield.

HOST/HOSTESS & WAITSTAFF
Full & part time positions available. Apply within:
Bagel Factory in Birmingham
180 N. Hunter, Birmingham.

GROWING BALLARD CO. IN LIVONIA seeks experienced kitchen help. Full time.
Call 313-522-3377.

KITCHEN ASSISTANT
wanted for upscale retirement community. Hours & salary negotiable depending on experience. Call for Angela at 313-728-9470.

KITCHEN PREP COOK
Immediate
Experience necessary
Call after 4PM 810-348-0678

MANAGERS
National full service restaurant corporation seeks candidates for local units.
- General Managers to $32,000
- Managers to $28,000
- Trainees to $22,000

Bonuses, profit sharing, & benefits. Paid food experience OK.
Phone:
810-473-7310
810-473-4419
810-473-4448
STEVEN J. GREENE PERSONNEL

MAX & ERMA'S
IN ROCHESTER HILLS
is now hiring for the following positions:
- Prep Cooks
- Line Cooks
- Dishwashers
- Bus Servers
- Hostess (full time, full & part time available, 401K available, salary bonuses. Apply in person, Mon. thru Fri. 10 am. to 4 p.m. Located at corner of Walton & Adams in Meadowbrook Mall.

OUTBACK
STEAKHOUSE
NOW HIRING
COOKS, DISHWASHERS
Starting $6.00 hour
(9944 I Five Mile, Livonia
in the Lake-9 Center

RED ROBIN RESTAURANT
W. BLOOMFIELD
Join one of the fastest & most exciting restaurants in the area. We offer competitive wages, excellent benefits & opportunity for advancement. Now hiring:

WAIT STAFF
Apply in person: 5656 Maple Rd., Just E. of Orchard Lake or call:
810-932-1287

STAGE & CO.
Doll/Restaurant
now hiring:
- Host Staff
- Deli Carry-out
- Wait Staff

Excellent atmosphere & benefits. Apply in person: Tues. - Sun., 5673 Orchard Lake Rd., West Bloomfield.
(810) 865-9822

WAITPERSONS, Dishwashers needed for busy Northville restaurant. Apply in person, 21731 Grand River, Farmington or call
810-477-8010

WAITSTAFF, BOTH SHIFTS.
Busy Bistro, Lunch & Dinner. Great people to work with. Flexible scheduling. Apply, Dearborn Inn, Ford Rotunda, Ford Rd. & Monroe St. Dearborn, next to the events, Dr. Jazz shop, 313-389-5400 for an appointment.

WAIT STAFF - Full or part time. Call or apply in person
Bonfare Restaurant, 31221 Northwestern Hwy.
810-855-6363

WAITSTAFF WANTED
For Beaver Creek dining service in Bloomfield area. Breakfast shifts 7:1am to 2:30pm or Weekend hours. Call Charlene at
810-626-5512

506 Help Wanted Sales

ABILITY REWARDS
Real Estate
Career
Free Training
Century 21
Hartford South Inc.
Haggerty
313-464-6400
Ask for Barry Hirsch

ACCOUNT EXECUTIVE
Career opportunity with B.E. Michigan's largest AT&T Var and expander of highest telecommunications equipment, networks, and services. Highest commissions in the industry with bonus, profit sharing, 401K plan, medical/optical/dental insurance, life insurance, $50,000 expense reimbursement. Please call Dave Fisher at 810-476-0000 or
810-488-0144, extension 203.

ACHIEVE FINANCIAL
INDEPENDENCE
Top Training, Top Commissions
Call for Sales licensing requirements.
PAT RYAN, 878-3400
Coldwell Banker Schweitzer
Real Estate

A NEW YEAR?
A NEW CAREER
Have you ever considered an exciting and rewarding career in real estate? Excellent Training Classes begin soon. Call
CENTURY 21 WEST (810) 626-8000

A PROSPEROUS (?) NEW YEAR?
WE NEED TWO MONSTER - PURE - COMMISSION SALES PEOPLE. Must have Bachelors degree, non-competitive, good communication skills, 6 owner car, 2-5 years of sales experience. Contact Jerry Troy office, Resource, J.B., 570 Kirts Blvd., Ste 233, Troy, MI 48084

ARE YOU INTERESTED in a challenging career selling office furniture & systems? Excellent income potential, high-growth oriented company. Many benefits provided including Retirement Marketing and Advertising campaign. Ann Arbor based company. Call Ann Arbor Business Interiors at 313-434-Ellsworth, Ann Arbor MI 48108.

A CAREER IN THE
LIFE INSURANCE BUSINESS
Inexperienced and experienced individuals should apply for candidate seminar. Excellent commissions and benefits. First year renewals, pass plus bonuses. Send resume to: Jerry Troy, 24901 Northwestern, Suite 213C, Southfield, MI 48075
AMERICAN UNITED LIFE

CAREER
OPPORTUNITY
Growth oriented company seeks individual with 2 or more years successful sales experience. Ideal candidate is a service selling corporate, and has a degree in finance or character of commerce, direct mail, or any advertising sales are beneficial. Compensation including salary/commission, paid vacation & medical/dental insurance. Position includes seeking & challenge & opportunity to grow. No evenings, weekends or travel required.
Fax resume to: 810-851-8241
Maple/Telegraph

SALES
55 Positions Available
Tell us what we want:
- Desire to succeed and advance
- Motivation & enthusiasm
- Ambitious & hungry
- Team player
- Good communication skills

This is what we offer:
- $100-$400 per day
- Complete training
- Nation's top pay in this industry
- Excellent advancement
- Bonuses
- Full range of benefits
- Cash advances
- Sales seminars
- Free training

Applications being accepted
MON. - FRI.
Call Mr. Deaver at 313-953-8439

SALES/APPRAISERS/LOAN REP
Rapidly growing company, now offices in the South Oakland area. No experience necessary, will train. Why put a limit on your income?
Call Al Sims - 810-543-8200

SALES PERSON
Needed in Livonia location & both Farmington Hills locations. Experience but not necessary, in sales and/or people oriented. Full benefits, good pay, bonuses. Call for appointment.
313-532-8833

SALES PERSON NEEDED
For Jewelry Store.
Call 8am-6pm.
Ask for Amy, 810-229-3066

SALESPERSON-Outgoing salesperson needed for lesbian growing dry cleaners in West Bloomfield.
810-626-4224

SALES POSITION
for medical supply company in Birmingham. Full time. Commission with bonuses.
810-540-6600

SALES with nutritional background for national corporation. Part time, entry level position. Flexible hours. Call Jim Hartwell, Cell,
313-387-7070

SKATE EXPRESS, located in Detroit Skating Club in Bloomfield Hills, is seeking a sales person. Must be able to work Mon-Fri., 2:30pm-10pm and Sat. & Sun. 10am-6pm. Must be start immediately. Paid training. Call Cheryl for interview at 810-626-8780

TECHNICAL SALES
REPRESENTATIVE
Rapidly growing company seeks Technical Sales Rep to cover the eastern half of the United States for commercial water heater market. Candidate must have a proven track record in working with a distributor network, have a degree or equivalent experience and be willing to travel. Marketing background is helpful, but not necessary. Interested candidates should send resume & salary expectations to:
Personnel Dept.
Fax: 626-5410
Gordon Corp.
Garden City, MI 48135
We are an equal opportunity employer and are drug free.

TELEMARKETERS
Permanent Part-Time, evening hours 5 years experience. Top hourly pay.
810-645-3600

TELEMARKETING
Selling to students preferred
$6-8.12/hr. Full or part time
Call Kim - 810-362-4640

Telemarketing
Promote Public TV!
Start Below - $7.50/hr!
•Commissions $100/wk +
•Daily & Weekly Bonuses
•Free Health Care for all!
•Free Theatre Tickets!
Birmingham Telemarketing service bureau has immediate full-time and part-time positions. NO COLD CALLING!
810-540-5400

SALES PEOPLE
Looking to hire aggressive Sales People for part time. Pay $10 per hour + commission. Will train. Call
313-462-0800

506 Help Wanted Sales

HOME IMPROVEMENT
Experienced, talented Sales Person needed. Oakland County construction. Year round work, commission plus base. Ample leads. Apply in confidence to: Box 639
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LET'S TALK!
Real Estate

- Free Training
- Full or part time
- No Franchise fee's
- "6" area MLS
- Top Commission Plan

Contact: JACK KEOGHAN
(313) 532-0600
WOLVERINE
PROPERTIES, INC.

MARKETING/SALES PERSON
Wanted by Southfield company for the national marketing and sales of an investment accounting software application from trust company to trust company. Sales experience required. Previous experience selling and developing software preferred. Individual must understand DOS and Windows, computer systems and have excellent technical training and aptitude. Please send resume to: INVEST-ware, 750 Big Beaver Road, Suite 2300, Troy, MI 48084

REAL ESTATE
PROFESSIONALS
The old days and laws are no more! Today's business is more fun and to insure success, if you are willing to work hard, we offer company cash advances, a package to help you attain a successful career in real estate.

- Individualized training
- 10% commission plan
- Complete support office
- and technical systems
- Group health coverage
- Book keeping and setup system
- #1 rated franchise system
- Unsurpassed national and local advertising exposure
- Free pre-licensing

Call Jon Stevens or Neil Lamphere for personal interview.

313-459-6000
COLDWELL
BANKER
Preferred Real Estate

NORTH BEACH LEATHER
Seeking energy charged sales person for new Farmington