504 Help Wanted Office-Clerical

OFFICE MANAGER - Part-time, for interior design/antique shop. Must have good bookkeeping and clerical skills. Some design background, antique knowledge, and/or retail experience helpful. 645-2433

OFFICE POSITIONS

Bloomfield Hills based mortgage banking firm has the following positions:

Post Closers
Escrow Clerk
Data Entry
Accounting Clerk
Faxing Clerks
File Clerks

Qualified applicants must have experience in some of the following: filing, computers, Lotus, Wordperfect, 10 key, escrow, accounting, data entry, excellent communication skills, and the ability to work in a high volume environment. Excellent benefits. Interested candidates send resume and SALARY REQUIREMENTS to: Sherry Pilet, Personnel Recruiter, FIRST SECURITY SAVINGS BANK, 2600 Telegraph Road, Bloomfield Hills, MI 48302.

PARALEGAL
For Southfield Defense firm. Medical/nursing background preferred. Please send resume to:
Collins, Einhorn, Farrell & Ulanoff, attn Administrator, 4000 Town Center, Suite 909, Southfield, MI 48075

PART TIME CLERICAL position. Flexible hours, office experience required. Apply at: U.S. Industrial Tool & Supply, 15101 Cleat, Plymouth.

PERSONNEL CLERK/TYPIST
ITT Automotive Aftermarket Division is seeking a personnel clerk-typist with word processing skills (WordPerfect WindoWs preferred), a typing speed of 50wpm 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 (PCT)
3000 UNIVERSITY DR.
AUBURN HILLS, MI. 48326
An Equal Opportunity Employer M/F/H/V

PICTURE FRAME
Distributor needs Customer Service/Order Entry. Looking for outgoing, dependable, mature individual to join our Livonia office staff, 30-40 hrs./wk. Call Susana: 425-3553

PROOF OPERATORS
Immediate openings for experienced operators only. Positions in Southfield, Troy & Royal Oak areas. H R Management. 643-0909

PURCHASING ASSISTANT
Experienced in computer entry, buying materials for manufacturing support, or with broad purchasing background. Excellent benefits. Send resume & wage requirements to: Purchasing Manager, 15101 Cleat, Plymouth, MI 48170.

ENTRY LEVEL RECEPTIONIST for Novi based builder. Word Perfect experience & other secretarial duties. Call 810-478-7747

IMMEDIATE OPENING - for experienced receptionist/secretary. Busy Southfield office. Professional environment. Full time, competitive salary. 8 phone lines. WordPerfect & Lotus a plus. Call Sally 443-2544

RECEPTIONIST/SECRETARY - Great telephone skills, good organizational ability, computer literacy and some bookkeeping knowledge could be your avenue to great opportunity with a growing service company. Benefits offered. Send resume & job history to: P.O. Box 194, Farmington 48332

RECEPTIONIST SECRETARY - experienced, for real estate office in Farmington Hills. Excellent compensation package. Contact Larry Harwin 851-6700

RECEPTIONIST - part time, for all attorney, nonsmoking office, 13 mile & Telegraph area. No typing required. Please call 540-6311

RECEPTIONIST
For Farmington Hills law firm. No medical benefits. 646-3300

RECEPTIONIST
Needed immediately for busy Bloomfield Hills office. Experience a must. Please call Pamela. 443-3332

RECEPTIONIST - CLERICAL
Full and part-time, 2 shifts, 9 to 5pm and 5 to 9pm. Plymouth. Call: 451-1400

RECEPTIONIST/OFFICE
Immediate - Pleasant phone manner, typing, computers, general office work. Farmington Hills/Novi area. Call 489-8000

RECEPTIONIST needed for safety engineering company. Must have good phone presence. Clerical duties included. Send resume to: 1742 Crooks Rd., Troy, MI 48084

RECEPTIONIST - part-time for publishing company. Excellent communication skills & data entry a plus. Resume to: BNPCO, P.O. Box 2600, Troy, MI, 48007. Dept: GWF

RECEPTIONIST
Full time, Law office. Typing skills required. Entry level position or salary commensurate with experience. 810-539-3830

RECEPTIONISTS
needed for long term assignment in Livonia. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST - Growing Farmington Hills office looking for energetic, personable employee with good phone skills to join our team. Light typing, will train. Health insurance. Call Nancy 932-3100

RECEPTIONIST - part time, permanent. 1pm-5:30pm. Some figure work. Busy law offices located in Troy. Must drive & have own dependable auto. $5 hr. to start. Call 9-1pm only: 643-7900

RECEPTIONIST
Experienced only. Heavy phone, filing, typing, WordPerfect 5.1. Send resume to: Stuart, Frankel Development Co., 3221 W. Big Beaver, Ste. 106, Troy, MI 48084.

RECEPTIONIST/OFFICE HELP
Responsibility includes typing, filing, computer input & answering phones. $5-$7/hr. according to experience. Send resume to: P. O. Box 790, Madison Heights, MI 48071

RECEPTIONIST - Dependable, mature person for non-smoking office. West Bloomfield area. Experience preferred. Send resume to: Chirco Title Co., c Frank Tarquinio, 26000 Harper, St. Clair Shores, MI 48081.

RECEPTIONIST
Busy Farmington Hills CPA office seeking a full time Receptionist. Typing, filing and computer knowledge required. Full benefit package offered. 810-851-2211

RECEPTIONIST FOR Northville insurance agency. General office duties, phone, computer experience, good communication skills. Send resume to: CES, 660 Griswold, Northville, MI 48167.

RECEPTIONIST/GENERAL OFFICE
Full time for busy contractor in Berkley. Type invoices & bids, process unemployment claims. Experience in WordPerfect and/or Lotus 1-2-3. Full benefits, salary based on experience. Call 1-5pm: 548-5779

RECEPTIONIST/TYPIST
Six-attorney, downtown law firm is looking for a bright, articulate person who likes to work with people. This is an excellent introduction to the profession of law. Must be a non-smoker. Health & life insurance offered. Send resume to Office Manager, 2800 Buhl Building, 535 Griswold, Detroit, Michigan 48226.

RECEPTIONIST: Multi-specialty medical group seeks experienced front office person to handle busy phone lines, appointment bookings and more. Must have outstanding phone manner and basic computer background. Smoke free environment. Full benefits. Send resume with salary requirements to: Manager, MES, 36350 Nankin Blvd., Ste. 602, Westland, MI. 48185.

RECEPTIONIST
Afternoons
Needed 12-7pm for busy Redford, physical therapy clinic. Must be people-oriented, in person & on phone. Numeric aptitude & typing skills a plus. Resumes to:
8810 Beech Daly
Redford, MI 48239
An Equal Opportunity Employer

MACARONI GRILL

Exciting Italian Restaurant
Now Hiring for:
All Positions Including:
Opera Singers
High energy, high quality company now interviewing at our Livonia location:
39300 7 mile at Haggerty.
462-6676
apply on person

$5.75 - $7.50 An Hour
TACO BELL.
On Haggerty Rd., at 8 mile, in Novi is looking for employees who are:
• Dependable • Friendly
• Punctual • Productive
We are willing to pay
TOP WAGES to top performers
Apply in person. *No Phone Calls Please.*
TACO BELL.
A PepsiCo, Inc. Company

Restaurant
Tired of Boring Dead End Jobs?
If the answer is yes, then we have a challenge for you.
Ruby Tuesday is opening at the corner of 12 Mile and Orchard Lake Roads in Farmington Hills.
We've got a fun working atmosphere with plenty of positions available.
• Wait Staff
• Bussers
• Line Cooks
• Host/Hostesses
• Dishwashers
• Prep Cooks
Highest wages paid to start and a full line of benefits including Day One Health Insurance, Credit Union, Meal Discounts, Paid Vacations, and Flexible Hours.
This is your chance to work in a beautiful new restaurant with professional management and secure first class operations.
Apply in person Monday - Saturday 9am - 7pm at the Clarion Hotel 31525 W. Twelve Mile Rd. Farmington Hills Room #254.
Equal Opportunity Employer
Ruby Tuesday.

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

RECEPTIONIST/SECRETARY
Good phone, dictaphone and Word-Perfect skills. Birmingham law firm. Send resume to: Box 206, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/SECRETARY
For land developer in Plymouth Twp. Must have good memory & communication skills.
Mail resume to: 37674 Avon Lane, Farmington Hills, MI 48331

RECEPTIONIST/GENERAL office. Livonia area firm seeking experienced individual with good communication skills to handle telephones and a variety of other general office duties. Must type 50-60 words per minute. Accuracy and attention to detail a must. Call 525-5660, Ext. 131 for details.

RECEPTIONIST
Full time, Small Southfield law firm. Call Cheryl 350-8220

RECEPTIONIST
Full time wanted for commerical real estate company. Experienced. Front desk appearance. 737-7110

RECEPTIONIST - for Birmingham law firm. Start immediately, good people skills required. Full tiem $6.50/hr. Call VT 645-6170

RECEPTIONIST - thru April 5th. Offices in Farmington & South Lyon. 473-0101

RECEPTIONIST/CLERICAL
full time, excellent working conditions, experience helpful, type 50 wpm. Troy, 649-6330

RECEPTIONIST
Novi. Answer 6 lines. Customer service, 8-5. $6.50/hr.
Temporary Resources 737-1711

RECEPTIONIST to answer phones, order entry, general office duties, computer experience required. Westland area. Call for an appointment. 595-7776

RECEPTIONIST/CASHIER
Part time for retail store, evenings & weekends. Apply at: The Gramaphone, 1560 S Woodward, Birmingham

RECEPTIONIST - Phones & light typing. Construction experience a plus. Send resume to: 26135 Plymouth Rd., #200, Redford, MI 48239
An Equal Opportunity Employer

RECEPTIONIST
With experience only. Typing, computer skills, good pay. Apply in person at: 26700 W. 8 Mile, Southfield or Call Mr. Kadado. 356-6000

RECEPTIONIST-Looking for a personable, enthusiastic individual with a professional telephone manner for a Troy litigation firm. Please call: 362-0168, Ext. 1000

RECEPTIONIST $16-$18,000
Front desk position. Lots of client contact. Microsoft word experience. Call Danielle, 772-6760.
SNELLING PERSONNEL SERVICES

RECEPTIONIST - FULL TIME
needed for fast paced professional office. Must be outgoing with good communication & organizational skills. Apply in person: 30785 Grand River, Farmington Hills. 478-7030

RECEPTIONIST - PART TIME
Livonia CPA Firm seeking Receptionist-Light Bookkeeping, for afternoons. Must be hard worker, professional & personable. $7 an hour. Call: 462-2277

RECEPTIONIST/SECRETARY TO $23,000
Good computer skills, Word Perfect 5.1, pleasant work environment. Suburbs. Call 772-6760.
SNELLING PERSONNEL SERVICES

RECEPTIONIST
Part-time afternoons for Troy based office. Duties include answering phones, distributing mail, data entry, typing & filing. Send resume to: 555 Oliver, Troy, ML 48084.

RECEPTIONIST for Farmington Hills Law Firm. Switchboard with 23 incoming lines, filing, light typing, general clerical duties. Benefits. Call between 10 AM and 1 PM only. 810-932-5200

RECEPTIONIST
Expanding company seeks two receptionists - one for Royal Oak & one for Troy facility. Must be able to type. Multiple duties. Call
H R Management. 649-0909

RECEPTIONIST for busy investment management firm. Self motivated person with excellent telephone and computer skills in non-smoking office. Resumes only to: Personnel Director, 3883 Telegraph, Suite 100, Bloomfield Hills, MI 48302

RECEPTIONIST
Choice front desk opportunity for your recent experience and cheerful personality with expanding corporation. Call Ruth 473-2934
Uniforce Temporary Services

RECEPTIONIST
Needed full-time for electronics repair firm. Duties include answering multi-line telephone, greeting customers, some typing & filing. Must be professional with good phone manner. Dearborn Hgts: 274-0851

RECEPTIONIST - A growing company is looking for someone to do full-time office/clerical work. Must be able to type. Duties include filing, answering phones & taking messages along with other clerical work as required. Apply at: 44700 Grand River, Novi, between 7am & 6pm.

RECEPTIONIST/SECRETARY
Full time receptionist/secretary needed for law office. WordPerfect 5.1 experience, some office experience required. $7.50 per hour plus Blue Cross. Send resume to:
Office Administrator, 35 W. Huron, Ste. 902, Pontiac, MI 48342.

RECEPTIONIST
Temporary, part-time, daily 10-3. Fast-paced Troy office. Excellent phone skills & professional manner. Non-smoker. Must be computer literate. Team-oriented attitude a must. Send resume to:
Human Resources
950 Maplelawn
Troy, MI 48084

RECEPTIONIST/SECRETARY
Full time, Livonia area. Detail oriented & personable individual possessing a good phone manner, professional image & strong organizational skills needed immediatley. Experience with word processing/typing & filing required. This highly visible position offers $6-7/hour to start, benefits & a chance for upward mobility. To apply, please call Kan Johnson, Mon.-Fri. 9am-3pm: 313-591-3119.

RECEPTIONIST
Leading design/build firm has an immediate opening for 1 full time or 2 part time (half days) experienced, energetic, receptionists, for their fast paced Plymouth office. Great personality professional appearance & manner as well as excellent phone, typing & communication skills essential. Send resume to: Attention E. Easterwood, PO Box 6002, Plymouth, MI. 48071.
An Equal Opportunity Employer

RECEPTIONIST
Vacation Club in Farmington Hills has several permanent openings for experienced Receptionist. Duties include answering phone, filing, some light typing. Working knowledge of AT&T phone system a plus. Excellent opportunity for a high energy person who wants to grow with a company. If you have office experience and would like to interview for this position please call today. Ask for Shelly

SYNERGY STAFFING
489-0700

RECEPTIONIST/
WORD PROCESSOR
Major responsibilities will be receiving visitors to firm, managing a 10 line switchboard, providing word processing support to office staff, coordinating incoming/outgoing faxes/mail, maintenance of general office equipment and ordering of office supplies.

Fabulous benefit package provided by company.
Send resume and salary requirements to: Susan Yorke, Human Resources Manager, Inglis Hollandia, Inc., 26700 Haggerty Road, Farmington Hills, MI 48331.

RECEPTIONIST -- Birmingham Chamber of Commerce has immediate opening for a mature, full time Receptionist to handle incoming calls & misc. clerical duties. Hourly wage. Must have positive personality, good work ethic and knowledge of local area. Please Fax resume to: Lynn, 644-0256 NO CALLS

RECEPTIONIST
Full-time Receptionist needed for a private ambulance company. Must have 1 yr. office/clerical experience.
Send resume to:
COMMUNITY EMS
25400 W. Eight Mile
Southfield, MI 48034
Attn: Human Resources

RECEPTIONIST-FULL TIME
SOUTHFIELD OFFICE LOCATION
Ambitious & energetic person to be responsible for Multi-line phone system in NON-SMOKING office. Prior experience requied. Other responsibilities include tying, filing and general clerical duties. Must be organized and have the ability to assist & support several individuals at a time in our busy paced office. Mail resume in confidence to OFFICE MANAGER, Suite 306, 21415 Civic Center Drive, Southfield, MI 48076

RECEPTIONIST NEEDED for mortgage company located in Southfield with ability to handle high volume phone duties in a professional & pleasant manner. Send resume to:
Personnel Department
MMS Mortgage Services, LTD.
26411 Northwestern, Ste. 650
Southfield, MI. 48034-5538

RECEPTIONIST/SECRETARY
Environmental consulting firm in Plymouth has an immediate opening for a part-time receptionist/secretary (20-30 hrs. per wk). 1 year experience plus knowledge of Word Perfect 5.0 & Excel preferred. Please send resume to: TolTest, Inc., 44191 Plymouth Oaks Blvd., Plymouth, MI 48170.

RECEPTIONIST
Full time position for a busy animal hospital in Farmington Hills. Successful candidate must be organized, good with people & have a friendly phone voice. Computer & cash handling experience a plus. Interested candidates please call PVH Mon.-Fri. between 3-4pm & ask for Marilyn or Tonia. 810 552-9100

RECEPTIONIST
needed for busy hair studio. Must have experience with busy phones, appointment taking, great with people & light filing. Bloomfield Hills area. Call 642-9277 or send resume to: 1047-2 No. Woodward, Birmingham, MI 48009

SALES ASSISTANT
$18,200
An active diversified position with a successful stable company. General office experience with emphasis on the ability to work with numbers. Hurry! Call Bernice. 454-0909
SNELLING PERSONNEL SERVICES

SALES SECRETARY
A leader in the Automotive OEM industry is currently seeking a sales secretary to provide clerical/administrative support to a sales group and interface with customers. Must be an organized, detail oriented person with initiative. Position requires good communication skills, good grammar skills, good people skills. Flexibility and a positive attitude are key requirements. Typing 55 wpm, PC experience (WordPerfect & Lotus) required. Prefer 2 years experience with OEMs. Professional, non smoking office located in Farmington Hills. Excellent benefits; competitive salary commensurate with experience. Send resume with salary requirements to: Office Manager, P.O. Box 7094, Novi, MI. 48376.

SALES SECRETARY
Immediate opening for full-time secretary. Must have Word Perfect Windows & Spread Sheet experience. Good benefits. Send resume:
Ekstrom Industries, Inc.
23847 Industrial Park Drive
Farmington Hills, MI. 48335

SALES SECRETARY
Seeking mature person for fast pace non-smoking Livonia Sales office. Position requires pleasant phone manner, excellent typing, computer and organizational skills. Telemarketing helpful. Full time benefits.
Call 953-2000
Voice Mail # 7003

SALES SERVICE
Order processor. Some computer and good communication skills. Farmington Hills. 478-1300

MARKETING SECRETARY
ITT Automotive Aftermarket Division is currently seeking a marketing secretary for its Sales/Marketing Department. 5 years general office experience required. Excellent wordprocessing and transcribing skills are required. Data entry and general office duties are required. In addition to transcribing and typing skills, the ideal candidate will possess good PC skills, in spreadsheets and database and have prior experience supporting a marketing/sales organization. Please forward your resume including salary history to:

ITT AFTERMARKET DIVISION
3000 UNIVERSITY DR.
AUBURN HILLS, MI. 48326
An Equal Opportunity Employer M/F/H/V

FARMINGTON HILLS personal injury law office has immediate openings for the following positions:

LEGAL SECRETARY:
Litigation experience required.

PARALEGAL:
Experience with No-Fault Insurance law required.

INSURANCE BILLING CLERK:
Medical billing experience preferred.

RECEPTIONIST:
Experience preferred.

Please send resume and salary requirements to:

Law Firm
P. O. Box 250542
West Bloomfield, MI., 48325

JUNIOR SECRETARY
Guardian Alarm has an immediate opening for a Junior Secretary. Opportunity for individual with 1-2 years experience in the clerical field. Excellent phone communication skills necessary. WordPerfect experience a must.

Excellent benefit package.

Please send resume or contact Lynn Gorvelski

GUARDIAN ALARM
DEPT. H/R
20800 SOUTHFIELD RD.
SOUTHFIELD, MI. 48075

(810)423-1000
An Equal Opportunity Employer

SECETARY/RECEPTIONIST
Custom home builder in Bloomfield looking for full time help. Requires good communication & office skills. Construction experience desirable. Please send letter or resume to: JRDC, 31700 Telegraph Rd., Ste. 120, Birmingham, MI 48025.

SECRETARIAL POSITION
CRESTWOOD SCHOOL DISTRICT
Send letter of interest and resume to business office, Crestwood School District, 1501 N. Beech Daly, Dearborn Heights, MI 48127.

SECRETARY/Bookkeeper with good communication skills, computer expertise in WP5.1 & general ledger needed for CPA firm. Send resume: B&C, 30700 Telegraph Rd., Ste. 2675, Birmingham MI 48025

SECRETARY/BOOKKEEPER
Royal Oak firm seeks to fill 10 week temporary position beginning February. Skills desired: proficiency with Word Perfect, 45 wpm, telephone switchboard and be well organized. Please send resume to: Personnel Dept., PO Box 1845, Royal Oak, MI 48068

SECRETARY/CLERICAL
Clerical help needed for growing insurance agency. Typing required. $5 per hour to start. Greenfield & Schoolcraft area. Jennifer 836-4800

SECRETARY, EXPERIENCED
Full-time. Typing 60 wpm, computer literate, WordPerfect & Lotus. Southfield area. Property management company. 353-6654

SECRETARY
Administration of international corporations local sales office. Must be self starter, well organized, know WP 5.1, some Windows, some spreadsheet. $18,000/Yr. to start. Excellent benefits package, including tuition reimbursement.
PERSONNEL SYSTEMS, 459-1166
9433 Haggerty Rd., Plymouth, MI

SECRETARY
Experienced. Typing 60 wpm. Word-Perfect & excellent communications skills necessary. Full time, benefits. Salary requirements to: HR/Secretary, 29299 Franklin Rd., Southfield, MI 48034. Fax: 353-7258

SECRETARY for long established residential real estate office in the City of Plymouth! Ideal candidate would have present experience with a real estate office, mortgage broker or title insurance office.
Send resume to: Box 232
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - for established 4-secretary Bloomfield Hills law firm. Typing (65wpm), and Word Processing skills, (WordPerfect) a must. No previous legal experience required. 647-5111

SECRETARY - full time help for accounting office. Duties include secretarial computer inputing. Some overtime may be required during tax season. Please send resume to: Accounting Office, P.O. Box 3453, Farmington Hills, MI 48333.

SECRETARY
Growing national service firm has opportunities for experienced secretaries. Varied word processing skills. Temp to perm available.
Call Sharon 473-2931
Uniforce Temporary Services

SECRETARY
National real estate and management company located in downtown Ann Arbor seeks experienced individual to supply support to property management team. Strong verbal and written communication skills a must. Lotus 123 and MS Word experience required. Please send resume to:
McKINLEY PROPERTIES, INC.
Attn: Human Resource Dept. - GM1
P.O. Box 8649
Ann Arbor, MI 48107-8649
EOE - M/F/H/V

SECRETARY needed for safety engineering company. Computer experience. Good grammar & phone presence necessary. Send resumes to: 1742 Crooks, Troy, MI 48084.

SECRETARY - needed for position in Livonia. Must have WP or Lotus. Possible temp-to-perm. 464-7078
ETD Temporary Services
An Equal Opportunity Employer

SECRETARY
PART TIME
Fast-paced convention department seeks individual who is proficient in WordPerfect, has excellent secretarial and proofreading skills, and telephone manner. Flexible hours. Send resume & salary requirments to: Personnel Director, P. O. Box 19348, Detroit, MI 48219

SECRETARY - Part-time - Law office. Mornings. Good telephone skills a must. Knowledge of WordPerfect preferred. Send resume only to: 9559 Middlebelt, Livonia, MI 48150.

SECRETARY

Part-time with benefits for social service residential program. Fast-paced environment. Experience in WordPerfect 5.1. Starting salary range $8.39 - $7.50 depending on experience and credentials.

For consideration, qualified candidates send traditional resume with responsive cover letter to:

St. Vincent/Sarah Fisher Center
Attn: HR-RS
27400 West Twelve Mile Road
Farmington Hills, MI 48334-4200

Deadline: 01-21-94

An Equal Opportunity Employer

SECRETARY - private, secondary school, office of resource development. Professional with excellent interpersonal skills, computer experience, strong typing & launguage skills, organized, detail oriented, able to function in an active environment. Send cover letter & resume to box #264
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Property management company, Downtown Birmingham. Real estate & legal experience preferred. Send resume to: P.O. Box 192, Birmingham, MI 48012

SECRETARY/RECEPTIONIST
experienced in statistical typing needed by fast growing Oakland County CPA firm. Apply to: P.O. Box 214792, Auburn Hills, MI 48321

SECRETARY/RECEPTIONIST
Full-time through April for Birmingham tax office. Please call between 9-11am: 647-2550

SECRETARY/RECEPTIONIST
For busy builder in Novi. Must have office & computer experience. Send resume: M. Bandemer, 36995 Dartmoor, Farmington Hills, MI. 48331.

SECRETARY/RECEPTIONIST
Farmington. WordPerfect 5.1, Lotus. Answer phones, typing, mail, faxes. Busy front office.
Temporary Resources 737-1711

SECRETARY/RECEPTIONIST
Local real estate development company seeks full time Receptionist/Secretary. Duties to include answering telephones, word processing (WordPerfect 5.1 and Lotus 1-2-3) & filing. Good communication skills mandatory. Minimum 3 years experience. Send resume & references to Secretary/Receptionist, 28777 Northwestern Hwy., Suite 150, Southfield, MI 48034-1826

SECRETARY - RECEPTIONIST Detroit Ren Cen, strong phone etiquette, & experience on Microsoft word witn Windows & Excel. Fast paced office, national firm. Fee paid

RECEPTIONIST - Southfield, good phone skills & personality, experience on 10 key calculator, $8/hr. Permanenet position. Fee paid

CUSTOMER SERVICE - Inside Sales, for national company. Degree & experience required, $21,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

SECRETARY
wanted. Typing skills, some computer skills for building company in Westland. 721-1800

SECRETARY wanted for W Bloomfield area distributing company. Applicants must possess outstanding typing, telephone and accounts payable/receivable experience. Three or more years secretarial experience and computer/word processing background required. Salary high teens/low twenties. Letters of application and resumes to:
Personnel Manager, 44931 Dryns, Northville, MI 48167.

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

SWITCHBOARD/ADMINISTRATIVE ASSISTANT

Rosenbluth International, a nationally recognized travel management company with worldwide alliances, has an immediate opening for a full-time Switchboard/Administrative Assistant in our Southfield - Town Center location. Rosenbluth International has been named "One of the top 10 companies in America" for which work. As we continue to expand, so does our commitment to attract high calibre people.

The professional we are seeking MUST possess WordPerfect 5.1 and previous switchboard experience. Superior interpersonal communication and organizational skills required. Harvard Graphics a plus.

Rosenbluth International offers full Medical/Dental/Vision/401(K) package. Qualified candidates forward resume to: Human Resources Dept., 2000 Town Center, Suite 400, Southfield, MI 48075
or (FAX) 350-2010
ROSENBLUTH INTERNATIONAL
351-2800

Secretary
(Internal Audit)

The Detroit Medical Center, a large multi-unit health care corporation, has an immediate opening for an experienced Secretary in its Internal Audit Department. The position is located in Troy, but will require some travel to our main campus, located in Detroit.

Candidates must possess two years of work experience, excellent typing and communication skills, significant word processing and spreadsheet experience, including current working knowledge of WordPerfect, Lotus and other Macro programs.

We offer competitive wages and a comprehensive benefits package. Qualified candidates should send resumes to:

The Detroit Medical Center,
Human Resources Department,
4201 St. Antoine, 9C-UHC,
Detroit, MI 48201

An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Immediate opening in busy Birmingham ad agency for full-time secretary/receptionist with excellent Mac skills (Microsoft Word and Excel). Must also have a terrific phone personality. Great location, salary & benefits. Call Mon. - Thurs.
Ask for Susan (810) 649-7330

SECRETARY
Secretary/Stenographer needed for busy Executive Assistant to President of multi-franchise business in Farmington Hills. Self starter needed for follow-up with appointment scheduling, travel arrangements, filing and dictation. Qualified candidates will possess keen attention to detail, exceptional telephone and *listening skills, typing speed of* 55 wpm, knowledge of Word Perfect 5.1 and shorthand or speedwriting skills. *Flexible* schedule available. Salary range from $8-$11 per hour. Please send resume with salary requirements to: Secretary/HR, P.O. Box 9072, Farmington Hills, MI 48333-9072 EOE

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

SWITCHBOARD OPERATOR/Clerk needed for very busy office. Good pay and excellent benefits. Previous switchboard experience preferred. Send resume to: GN-R5, P. O. Box 10, Southfield, MI 48037-0010

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

SWITCHBOARD/RECEPTIONIST
PART TIME
Sales/manufacturing company in Farmington Hills seeks individual to operate 8 line switchboard daily from 8am to 1pm. Duties include light typing and filing. Requirements: pleasant phone manner, strong self-discipline, high school diploma, typing skills, word processing knowledge a plus. Call: Colleen Spencer to schedule an interview at 553-1900
An Equal Opportunity Employer

TAX PREPARERS: Must have 5 years experience with 1040 tax returns. Weekdays/evenings. Experience with 1040 Solutions software helpful. Good pay. 261-3800

TRAVEL AGENTS
for small W. Bloomfield agency. Experienced travel agents, SABRE a plus. Please call 810-627-3220

TYPIST
Experienced typist with word processing needed for company in Lathrup Village. Part-time, 4 hours a day, 3 days a week. Call for appointment. 569-4600
An Equal Opportunity Employer

TYPIST - PART TIME
Law office. 25-30 hrs. per week. Hours variable. Pay commensurate with experience. 810-559-3830

TYPIST/PART TIME POSITION
2-3 days per week. Good typing skills and grammar a must. Southfield location. Call Carol. 355-5402

TYPIST/WORK PROCESSOR/General office. Must be able to type professional business letter/resume. Dearborn area. 313-584-8566

TYPIST
60 WPM
Farmington Hills
Temporary Resources 737-1711

WE HAVE WORD PROCESSING POSITIONS THAT ARE JUST YOUR TYPE

If you're interested in great pay, benefits & willing to work in the Dearborn or Downriver area. Call.
441-3180
OLSTEN STAFFING

FREE TRAINING
Word processing cross-training available for qualified applicants. Call today to upgrade your skills and go to work!
643-8590
EXPRESS
Personnel Services

WORD PROCESSING SECRETARIES

We offer top pay for our 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 and Windows versions.

Holiday Pay, Temp-Med Insurance Bonuses
Call today for an appointment!

SNELLING PERSONNEL
NEVER A FEE

Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7500
Taylor 284-0777

WORD PROCESSING

We are seeking an individual with excellent typing and editing skills to process letters for our Correspondence Unit. Qualified candidate must possess good communication skills; be able to work independently and be able to handle high volumes and meet deadlines when required. Accurate typing of 60+ WPM is required, and knowledge of Lotus 1-2-3 and Professional write is helpful. Working knowledge of Word Perfect 5.0 is a plus! During slow periods, the processor may be asked to assist with other clerical functions within the area. Working hours are from 8:15-4:45. Flex time is also available.

We offer a competitive benefit package (medical, dental, life, pension, etc). Qualified candidate should apply Mon-Fri 9am-4pm.

SOURCE ONE MORTGAGE SERVICE CORPORATION
Attn: Human Resources
27555 Farmington Road
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/D

WORD PROCESSOR
WordPerfect 5.1, Lotus, Microsoft, Windows, 50+ wpm, phones, letters, filing. 737-1711
TEMPORARY RESOURCES

WORD PROCESSORS
UP TO $11/HR.
Call Today!
WOLVERINE STAFFING
Troy: 879-9070
Southfield: 358-4270

WORD PROCESSING SPECIALIST
JVS facility in the Detroit Medical Center area has an opening for an individual who has extensive experience with WordPerfect 5.1 and Lotus 1,2,3 to prepare reports, proposals and other correspondence. Must type at least 65wpm. Excellent clerical and communication skills. Send resume to:

TERESA SCHWARTZ
JEWISH VOCATIONAL SERVICE
29699 SOUTHFIELD RD.
SOUTHFIELD, MI. 48076
An Equal Opportunity Employer

WORD PROCESSOR
Minimum 60wpm

RECEPTIONIST
Busy 14 line switchboard
Typing, minimum 40wpm

Excellent benefits. Troy. 643-4800

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

ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060
(313) 382-2342

WORD PROCESSORS
START IMMEDIATELY!
If you have skills in:
• WordPerfect 5.1
• Word for Windows
• Excel
• Quatro Pro

CALL NOW!

TODAYS TEMPORARY
649-4455
EOE

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for bussers, day, night wait staff & all kitchen help. Apply at Livonia Mountain Jack's, Mon. - Thurs., between 2-4pm at 31501 Schoolcraft

ACCEPTING APPLICATIONS FOR FULL TIME COOKS
WAIT STAFF & BUS PERSONS
For Afternoons & Midnight shifts
Apply in person at
DENNY'S RESTAURANT
Grand River & 10 Mile
Farmington Hills

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

APPLICATIONS being accepted at Schlotzsky's Deli for the following positions: Bakers, Cashiers, Food Preparation. Must be neat, enthusiastic and work well with others. Apply in person at: 15454 W. 10 Mile Rd./Greenfield or call 967-2152

APPLY NOW AT:
BORDER CANTINA
BAR STAFF
WAIT STAFF
COOKS
HOSTS
On Novi Rd, between 8 & 9 Mile.
347-7827

APPLY WITHIN: Applications being accepting for bussing and/or dishwashing positions. Must be 18 yrs. or older. Moy's Restaurant, 16825 Middlebelt, Livonia.
No Phone Calls Please

BAKER, experienced with donuts, baking & finishing. Full or part-time available. Farmington Hills area. 477-6655

BAKERS SQUARE NOW HIRING: Waitstaff to $12 an hour. Cashiers-Host-Hostesses, starting at $5-$6 an hour. Apply in person 3pm-5pm, Mon-Fri. Livonia Bakers Square, 29622, 7 Mile Road.

BAKERY HELP WANTED
Full time position. Apply in person at: Waldon's Pasties
18181 Merriman Rd., Livonia.

BAKERY NEEDS
Outgoing, energetic, early morning Counter Help. 6am-2pm.
Call Corrie. 352-5695

BAR PERSON
NIGHT SHIFT
Also, Part time DAY COOK
Apply at 23810 Fenkell, Detroit
531-4780

BAR PERSONS & WAIT PERSONS
Full or part time nights only. Call Frankies between 4pm-7pm. Mon. thru Fri. 421-3424

BAR STAFF, WAIT STAFF, COOKS
Apply after 6pm: Reisers Keyboard Lounge, 1870 S Wayne Rd., Westland. 728-9330

BARTENDERS, COOKS, WAIT STAFF & HOSTS PERSONS. Apply in person after 3pm to: 35230 Central City parkway, westland, across from the Mall.

BARTENDER, WAIT STAFF, BUS PERSON - evenings. Apply Albi Restaurant, 6700 Rochester Rd., Troy, N. of Sq. Lk. Road.

BIG BOY
NOW HIRING WAIT STAFF
all shifts available, apply in person, 8 Mile & Haggerty

BURGER KING
MANAGEMENT
OPPORTUNITIES

We are seeking quality people to fulfill our needs for future growth in Oakland County. Fast food or restaurant experience is a must.
We offer:

• Full and part-time positions
• Competitive starting salary
• Profit sharing
• Bonus opportunities
• 5 day work week
• Regular performance reviews
• Medical, dental & life insurance
• Advancement opportunities
• Communication with top management

Send your resume to:

MICHIGAN MULTI-KING
P. O. Box 831
Lake Orion, MI., 48361
or FAX To 313-652-7025
An Equal Opportunity Employer

BUS HELP & DAY WAITSTAFF - part or full time, day & night. Apply at Pike Street Restaurant, 18 W Pike, Pontiac. Manager 334-7878

BUS PERSONS
Students part time. Excellent wages & tips. Good working conditions. Ram's Horn, 2235 Ochard Lake Rd., W. Bloomfield, E. of Middlebelt.

CAFETERIA HELP-13 Mile/Telegraph area. Days only: Mon.-Fri. All positions. Health & other benefits available. 683-1786

CHEF'S WANTED
Immediate availability. Whitney Restaurant seeking highly experienced people for Sous Chef, night and weekend dessert kitchen supervisor, and line cooks. Qualified applicants call for interview with executive chef Paul Grosz or Executive Pastry Chef, Tim Kloski: 832-5700

CHILIS' GRILL & BAR
32799 Northwestern Hwy, Farmington Hills hiring Cooks, Food Servers, Dishwashers & Bussers. Flexible hours. Excellent benefits. Competitive wage. Apply in person 2-4pm Mon-Fri or call 313-832-0081

COOK - Joy's Good Time Bar & Grill is now hiring full & part-time cooks. Flexible schedule, great pay. 27853 Cherry Hill (just W. of Inkster Rd). 561-8488

COOKS
The Original Pancake House is now hiring full or part time. Excellent pay, benefits & working conditions. Apply in person at 1360 So. Woodward, Birmingham.

BUS PERSONS
The Original Pancake House is now hiring full or part time. Excellent pay & working conditions. Apply in person at 1360 So. Woodward, Birmingham.

NOW HIRING
Cashiers & Servers.
Apply at Bakers Square
26000 Greenfield, Oak Park.

CHERRY BLOSSOM RESTAURANT in Novi, needs lunch wait person; weekend dishwasher; also, host, cashier, bus & bar tender. 380-8160

NIGHTS - Grill/Deli Cook with experience. Part-time or full time. Apply at: Fingers Saloon, 25231 Telegraph, (TEL-EX Plaza) 353-3810

COOKS, DISHWASHERS & Wait Staff. Apply in person: Mon-Sat., 9am-3pm. Marriot Corp., 24111 Civic Center Dr., Southfield.

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

COOK WANTED
Good pay, good hours.
Days, Monday-Friday.
344-1530

COUNTER HELP
5 days a week, Mon.-Fri., 8AM-3PM. Ground Floor Cafeteria, 26555 Evergreen, Southfield. 356-0730

DAY SERVERS & HOST PERSONS
Apply in person: The Ground Round, 17050 Laurel Park S., Livonia. 462-1735

DELI PERSON/DELIVERY PERSON
Full or Part Time. Days.
Experienced. Reliable.
Livonia area. 525-9116

DISHWASHER NEEDED part time, days/some weekends. Livonia Elks 2246, 31117 Plymouth Rd., 1 blk. E. of Merriman. 425-2246

DISHWASHERS
needed. Good pay. Must be reliable. Part-time. Call Sue at 471-7607

D. DENNISONS
SEA FOOD TAVERN
is looking for a hard working, qualified person for the Assistant Kitchen Manager position. Please send resume: Attention: Kim, 27909 Orchard Lake Rd., Farmington Hills, MI 48334

EXCELLENT professional chef. Bloomfield Hills family. Formal dining. Mon.-Fri., 3:30-8:30. Own car. Some light housework & errands. $8 per hour gross to start. Paid vacation.
Call 953-2000
Voice Mail # 7005

FAST FOOD MANAGERS!!
Immediate openings for fast track managers. To $27,000 to start + bonus, benefits. National chain, local unit. 473-7210
STEVEN J. GREENE PERSONNEL

FULL or Part Time Help inside or Driver positions. Must be 18 and have own car to qualify for driving position. Apply within bstw. 1-4pm:
Papa Romano's
37112 W. 6 Mile, Livonia

FULL TIME Lines Cooks. Experienced in cooking steaks. Apply at: Chicago Road House 21400 Michigan Ave., Dearborn.

FULL TIME Wait Staff wanted. Apply at: Chicago Road House, 21400 Michiga Ave., Dearborn.

GRAFFITI NIGHT CLUB
Now hiring Wait Staff & Security. Apply in person Thur-Sun. after 8pm at: 450 S. Merriman, Westland.

MATURE, PROFESSIONAL HOST PERSON
Needed for River Square Restaurant in Rochester. Contact Mrs. Harrison at: 656-3107

HOST PERSONS, Wait Persons & Dishwahers - Days or nights.
422-5500

HOSTS/HOSTESS
The Original Pancake House is now hiring full or part time. Excellent pay & working conditions. Apply in person at 1360 So. Woodward, Birmingham.

HOST STAFF
Full & part-time, days or nights.
Apply at: Alban's Bottle & Basket,
190 N. Hunter, Birmingham.

Hudson's Westland
Applications now being accepted for high energy level individuals who are committed to superior customer service. Flexible hours.
• COOKS
• DISHWASHERS
Please apply in person to Hudson's Westland, Human Resource Office, Third Floor
An Equal Opportunity Employer

JOE MUER
is Opening soon in Oakland County
JOE'S GRILLE
30855 Southfield Rd. S of 13 Mile on West side of Southfield. All positions available. Please apply in person Wed - Fri 2-4PM.

KITCHEN STAFF
Full & part-time. Broiler, Saute, Fry Cooks & Deli Counter Help. Apply at: Alban's Bottle & Basket, 190 N. Hunter, Birmingham.

LAFFREY'S
7 Mile/Telegraph
NOW HIRING:
• HOSTPERSON: Eves., full-time
• DISHWASHER: Full-time, days & nights
• WAITPERSON: Part/full, day/night
FINE DINING EXPERIENCE
Apply in person, Mon.-Fri., 11-5pm.

LALUNA GRAN CAFFE is now accepting applications for dining room staff. Apply in person, between 2 & 5 pm, at: 183 N. Woodward, Birmingham. 642-7070

LINE COOK - days or afternoons, part or full time. Also Bus Help, days full time. Apply in person, Silverman's, 9456 S. Main, Plymouth.

LINE COOKS & PREP COOKS
Days & evenings, Full-time. $7-$9 an hour. Apply in person: The Ground Round, 17050 Laurel Park S., Livonia. 462-1735

LOOKING FOR experienced Bartenders, Wait Staff, Cooks and Dishwashers. Please apply in person at: Al's Restaurant, 39405 Plymouth Rd., Plymouth.

MANAGER
Positions available. Good opportunity & excellent future. Apply at 28990 Orchard Lake Rd. between 12 & 13 Mile, Farmington. 855-8882

MANAGERS!!
Full service opportunities to $33,000 + bonus, benefits. National chain, local unit. 473-7210
STEVEN J. GREENE PERSONNEL

MANAGER - working manager for floor. Also with kitchen & bar experience. Take charge, well rounded individual. Apply Albi Restaurant, 6700 Rochester Rd. Troy.

MAX & ERMA'S
Farmington Hills is now hiring: AM/PM Hosts, Bussers, Part Time PM Line Cooks & Part Time Servers. Flexible hours, competitive wages, benefits available. Apply in person, Mon.-Fri., 2-4 pm: 31205 Orchard Lake Rd., Farmington Hills

MAX & ERMA'S NOW HIRING:
Dishwashers, Bus Persons
and Host Staff
Full & Part Time.
Apply in person: Monday-Thursday from 2-4: MAX & ERMA'S, Laurel Park Place Mall, 6 Mile & Newburgh

McDONALDS
NEW STORE OPEN
(12 Mile & Halstead Rd.) Hiring All Shifts. Starting $5.10/HR. Call Darlene or Joe (313)349-0060
Apply in person at:
21030 Haggerty Rd.

McDONALDS
STORE MANAGER & ASSISTANTS. Experienced McDonald Managers ONLY. 1-800-442-0253

NOW HIRING restaurant personnel. Full/part-time. Flexible hours. Apply in person: Cafe Marie, Haggerty Rd., N./8 Mile, across from Novi Hilton.

MOUNTAIN JACKS
OF WARREN
Now hiring experienced Wait Staff Personnel. Full time, benefits available. Please apply in person:
5702 12 MILE RD.
574-1040

McDONALD'S RESTAURANTS
Hiring ALL positions. Earn up to $7/hr. Apply within at McDonald's, 44900 Ford Rd. or 40241 Michigan Ave. in Canton. EOE.

MOUNTAIN JACKS
DEARBORN HEIGHTS
is now seeking career-minded professionals to help us serve "The Best Prime Rib in town!" We need full time:
• SERVERS
• HOST/HOSTESS
• BUSSERS
Apply in person
26207 W. WARREN

Now Hiring For
Food Service Positions
At Bowman's Catering

FOOD SERVICE dining room/buffet supervisor - Days, Mon-Thurs., full-time, permanent. Job site M-59/Crooks. To $7/hr. based on experience.

FOOD SERVICE dining room worker - Split shifts available: 10:30-2:30, Mon-Fri. or 4:30-8:30, Mon-Thurs. Will consider full or part-time. Job site at M-59/Crooks. To $6/hr.

ARE YOU THE BEST pot/dish washer in the area? If you are, we'll pay you up to $6.50 per hr., but you must have experience & BE ABLE TO PROVE IT! 20-40 hrs/wk., mostly days, but some nights & weekends. This job is not for the faint of heart. Job site in Berkley.

POT/DISHWASHER, closer. Full-time, temporary. Job site at Detroit Masonic Temple, 4pm-Midnight, Mon. Jan. 17 - Mon. Feb. 7. Experience preferred. Apply in person at: Masonic Temple, 500 Temple Ave., Wed-Fri., Jan. 12-14, 1pm-3pm.

WAITSTAFF/BUShelp. 4pm-9pm. Job site at Detroit Masonic Temple. Minimum $$$, plus excellent tips. Mon. Jan 17 - Sun. Feb. 6. Pre-show fine dining restaurant open for musical "Tommy." Apply in person at: Masonic Temple, 500 Temple Ave., Wed-Fri., Jan. 12-14, 1pm-3pm.

KITCHEN PREP/Salad Person. $6/hr. for experience. Mostly days, some nights or weekends. Job site in Berkley, 20-25 hrs/wk.

FOOD SERVICE delivery person. Mostly days, 20-25 hrs/wk. Good driving record with proof. Chauffer's license. Experience preferred. Job site in Berkley. $$$ Depends on experience.

Apply in person for any of these positions, from 10am-2pm, at: Bowman's Catering (celebrating our 50th year), 3223 - 12 Mile, Berkley, Mon-Wed., Jan. 10-12.

NOW HIRING-UP TO $7.HR.
All shifts. Apply within:
BURGER KING
8489 W. Grand River, Brighton
An Equal Opportunity Employer

OUTBACK STEAKHOUSE
NOW HIRING:
• WAITSTAFF
• LINE COOKS
• DISHWASHERS
• BUS PERSONS
Only experienced service-minded wait people need apply. Applications being accepted between 2 & 4pm, Mon thru Fri at 42871 Ford Rd., Canton.

OUTBACK STEAK HOUSE
Accepting applications for:
Cooks, Servers
Host/Hostesses
Make $$$ have fun. Apply in person: 2-4, Mon-Thur., 6203 Orchard Lake, 1 blk N. of 15 Mi.
810-539-1030

PANTRY PERSON
Full-time. Experienced. Apply at: Chicago Road House, 21400 Michigan Ave. in Dearborn.

PERSONABLE enthusiastic, mature, responsible people of great character wanted:
To work PART TIME, ALL SHIFTS in a SOON to open Novi coffee house. Seniors and college a bonus.
Call Michele at 810-360-4990.

POSITIONS AVAILABLE - Marriott Cafeteria - Plymouth area, salad bar prep & catering expediter. Days Mon. thru Fri. Experience preferred, call between 10-11 am 454-5857

RED ROBIN
Burger & Spirits Emporium
Novi's newest restaurant located at
Novi Town Center
43250 Crescent Blvd., Novi.
Now accepting applications for:
• Bar Staff
• Servers
• Cooks (Top $ for experienced)
• Prep Cooks
• Dishwashers
• Bus People
• Host/Hostess
• Expeditors
Please apply at location.
535-4255; 349-3220

RESTAURANT - LODGING
New openings for Country Club Food & Beverage Managers, Theme/Dinnerhouse Managers, Pastry Chefs, Dining Room Managers, HRI Graduates. 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

Restaurant Manager, to $800/wk.
Salary, bonus & benefits
524-1500 Fax 524-2481
Personnel Data Report Corp.

ROCKY'S OF NORTHVILLE
now hiring experienced servers, day & night shift. Apply in person 41122 W. 7 Mile

RYAN'S STEAKHOUSE
Now filling positions for Kitchen/Server/Salad Bar Attendant. Apply in person: 34615 Warren, Westland.

SOUS CHEF
TPC of Michigan is seeking an over acheiver for this position. Preferred candidate: Minimum of 2 years experience, culinary arts degree. Competitive wages, benefits. Mail cover letter & resume to: TPC of Michigan, 1 Nicklaus Dr., Dearborn, MI 48120. Att'n.: Executive Chef.

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

STEAK & ALE
PLYMOUTH
is now accepting applications for:
• BUSSERS
• HOST/HOSTESS
• SALAD BAR
• DISHWASHERS
Paying up to $7 per hour.
Apply in person Mon-Fri 2-4pm
40347 ANN ARBOR RD.
(at I-275)

TCBY
Seeking part or full time Assistant Managers, hourly rate commensurate with experience. Possible advancement to Store Manager for right individual. Call John 421-8229

THE GREAT AMERICAN DINER & GADZOOKS COMEDY CLUB
Are now hiring Waitstaff, Barstaff, Cocktail Servers, Bussers, Bussepersons, Cooks & Dishwashers. Apply in person at: 8631 Highland Rd., Waterford between 2pm-6pm

THE HOLIDAY INN FAIRLANE, a full service hotel, is now accepting applications for the following positions:

• Prep Cook
• Banquet Cook
• Banquet Servers
• Banquet Set-up

Ideal candidates will have previous experience in a hotel setting and possess good interpersonal skills. Please apply in person on Tues. from 12noon until 5pm, & Wed. & Thurs. from 9am-11am at:

Holiday Inn Fairlane
Ford Rd. & Southfield