504 Help Wanted Office-Clerical

DATA ENTRY, full or part time. Must type approximately 50 WPM. Also full time clerical positions available. Troy area 649-4000

DATA ENTRY OPERATOR
Novi company needs experienced data entry operator. Hours 8am-4:30pm. Excellent fringe benefits. Call Judy for appointment 478-9700

EARN TOP PAY!
GMS has immediate assignments for the following skills
Sr. Typists
Data Entry Operators
File Clerks
Switchboard Operators
Temporary Assignments Available in Canton, Livonia & Southfield
BONUS PLAN
Call Now For Appointment
General Management Service
14700 Farmington Rd Livonia
Heritage Commons
Suite 101
427-7660

EASTSIDE personal lines agency looking for customer service representative able to handle all facets of rating, claim handling, company and client personal contact. Salary open. Please contact Pat Cummings. 655-3300

EDITOR/WRITER
Brighton trade magazine offers staff position. Degree in journalism or technical writing preferred. Good opportunity for dedicated person. Minimum of 60 WPM typing required. Send resume & writing sample to D & F, P. O. Box #64, Brighton, MI., 48116

ENGINEERING CLERK
Automotive supplier looking for mature individual to run blueprints, maintain files, light typing, answer the phone & handle the UPS & mail. Salary commensurate with experience. Troy location. Send resume to
Telefiex Automotive
1170 Maplelawn
Troy, MI., 48084
Attn Engineering Manager

EXECUTIVE ASSISTANT
Must be highly organized, have some advertising & bookkeeping knowledge, management skills helpful. Send resume to Window Resource, 31421 Hilltop, #28, Southfield, Mich 48034

EXECUTIVE SECRETARY, experience required. Typing 75-80 wpm, shorthand or speed writing, must have exceptional organizational skills and be self-motivated 352-0300

EXECUTIVE SECRETARY
Part time eve position for individual to assist president of fast-paced insurance company. Ability to handle pressure, overtime a must. Please call between 9am and noon (no Tues) at 353-3311, Ext 17

EXECUTIVE SECRETARY
President of Fortune 500 company in northern suburbs has immediate need for an experienced, executive secretary. Shorthand a must as well as good organizational & communication skills. Attractive salary & benefit package. Please submit resume including salary history to Box #724 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

EXECUTIVE SECRETARY
Farmington Hills real estate developer and construction company needs experienced Secretary. Excellent typing, shorthand, filing and some word processing. Please call 855-6700

EXECUTIVE SECRETARY
Senior Vice President of Farmington Hills multi-state sales based firm has an immediate opening for experienced administrative assistant. Requirements include, but not limited to, energetic self starter, assertiveness, inquiring & creative mind, letter composition & good follow-thru. Shorthand a must. Outstanding personality & people skills essential. Excellent benefits plus profit sharing & cash bonus. Send salary history requirements to Personnel, Dept. VP, Box 1600, Farmington Hills, MI, 48018.

EXECUTIVE SECRETARY
Immediate opening for an executive secretary; report to the president of a Troy based Preferred Provider Organization (PPO). Ideal candidate will possess typing skills of 65 WPM & shorthand of 80 WPM or Speed writing. Minimum of 3-5 yrs executive secretarial experience required & word processing, preferably Display Write 3, high school education plus 1 yr. college or specialized training composed of business or secretarial courses. Excellent communication skills & ability to deal effectively with people at all levels a must. Competitive salary & benefits package. Please submit resume with salary requirements to Box 764, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

EXPANDING Medical firm, interested in Office Assistant. Detailed & organized person with following experience preferred: communication skills, typing(60wpm), CRT, invoicing. Immediate openings with flexible hiring abilities. Send resume & salary history to American Medical System Inc., 32200 Farmington Rd, Livonia, MI., 48150 (Attn Mary)

EXPERIENCED EXECUTIVE SECRETARY needed. Type 65, dictation and filing experience required. Call for interview 552-8300.

EXPERIENCED in sales office, telephone marketing, typing, self starting skills essential. Word processing helpful Royal Oak. 544-2801

FARMINGTON SWIMMING POOL co. seeks a secretary/coordinator. Office & field responsibilities. Only a self motivated, well organized person need apply. 851-1610

FILE CLERK
Busy Southfield law firm. Experience preferred Carole 352-1552

FILING
Mature individual to handle filing system. 3 hours per day, Mon thru Fri. Joe Panian Chevrolet, 28111 Telegraph, Southfield 355-1000

FULL TIME - entry level position open for accounting assistant - duties include payroll on IBM System 34, misc. clerical duties, 10 key calculator, some typing, etc. Farmington Hills area 471-2300

GENERAL ACCOUNTING/ COST CLERK
Manufacturing firm, Telegraph/I-96 area. Accounts receivable/payable experience required, data processing experience helpful, typing and 10 key calculator. Will train in cost area. Please send resumes to Box #744, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

GENERAL OFFICE
For small manufacturing shop in Plymouth. Need Data Entry, Typing, Phone & Filing Skills. Send resume to
9189 General Ct.
Plymouth, Michigan 48170
No Calls Please!

GENERAL OFFICE help. Full-time general office work experience needed. Will train on computer technique. Livonia area. 261-0830

GENERAL OFFICE/PART TIME
Light typing, filing. Flexible hours. $3.75 hour. Troy area. Call Jan. 280-2300

GENERAL OFFICE
Dictaphone, various duties, good spelling a must. Farmington Hills area. 626-5333

GENERAL OFFICE/TYPIST
Part-time afternoons, $4.00 per hour. Farmington Hills area. Call Marian, 9 AM to Noon at: 553-4310

GENERAL OFFICE
Full time. Typing, filing, good organizational skills. Apply in person: Window Resource, 31421 Hilltop #28, Southfield

GENERAL OFFICE - full time position. Typing 50wpm. Downtown Birmingham Clinic. Reply to: PO Box 730 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Position in Southfield company. Bank teller background preferred, with good secretarial skills. Typing 60 WPM. Able to deal with public and work with minimum supervision. Please call between 9am and noon (no Tues.) at 353-3311, Ext. 17

GENERAL OFFICE. mature part time typist, clerical, administrative assistant, bookkeeper. Modern beautiful downtown Rochester office. Flexible hours. Perfect for new mother, recently single or retiree. Send resume to box 743 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE & bookkeeping thru general ledger, will train on computer, some knowledge required. Neat, organized individual for variety of general office details. Salary commensurate with ability. Hrs. 8 1/2-5, 5 days. Apply 5893 Executive Dr. East, Westland, 2 blocks W. of Newburgh off Ford Rd

GENERAL OFFICE
Birmingham builder & property management firm has an opening for a conscientious person with good telephone, typing & general office skills. Responsibilities include secretarial backup for property management department.
Call or send resume to
Benefcke & Krue Development Corp
1600 No Woodward Ave, Suite 250
Birmingham, MI 48011
642-4666

GENERAL OFFICE/TYPIST
SWITCHBOARD OPERATOR/ RECEPTIONIST
Kasle Steel Corp., a steel service center located in Dearborn has 2 positions available
General office/Typist
In our credit department you will type letters, memos, purchase orders, as well as relieve our Switchboard Operator and work on a PC. Requirements 1-2 years general office experience, typing 65 plus wpm, ability to express self easily and clearly and some word processing experience helpful
Switchboard Operator/Receptionist
In this position you will greet our visitors and handle our busy PBX expediently and efficiently, process invoices for mailing and other clerical tasks. Requirements a pleasant personality and front desk appearance, Dimension PBX knowledge helpful, experience as Receptionist, use of calculator, typing skills, ability to be friendly while under pressure and knowledge of office procedures
We offer health, dental and vision insurance, life and disability insurance, continuing education reimbursement and a pension plan. Send your resume to Kasle Steel Corp., Personnel Dept., P.O. Box 536, Detroit, MI 48232
An Equal Opportunity Employer

GENERAL OFFICE
Part Time. Mature individual Livonia area Call 425-3600

GENERAL OFFICE - light typing, filing, mailing, good telephone manner, hrs flexible, 4-6 hrs daily. 5 days per week Southfield area 557-7230

GENERAL OFFICE - Sales office in Birmingham needs qualified person (10 to 20 hours per week) Experience necessary. Call 9am-12 noon. 540-4646

GENERAL OFFICE - Permanent/part time position. Troy area preferred. Interest or experience in retail sales helpful. Call Colleen 828-9400

GENERAL OFFICE. Versatile person with CRT experience and good phone manner. Small mail order publishing firm. Farmington area 478-8780

GENERAL OFFICE person for Troy publishing firm. Answer phones, moderate typing (55 WPM), light bookkeeping knowledge. Salary & benefits Mrs Priest. 288-9510

GENERAL OFFICE. Accurate typist, computer knowledge, filing & record keeping, etc. For Southfield property management office. References. Call Mon thru Fri 9AM-5PM 352-2015
An Equal Opportunity Employer

GENERAL OFFICE - Bookkeeping experience required. Good typist. Pleasant phone manner. Must have professional attitude, resume and good references. Permanent position for the right person. For interview call 478-0920

GENERAL OFFICE
Excellent opportunity for recent high school grad who has some work experience. Must be able to type 45WPM and good figure aptitude. Excellent benefits & working conditions. Joe Panian Chevrolet, 28111 Telegraph, Southfield 355-1000

GENERAL OFFICE CLERK
Exceptional opportunity for an energetic self-starter with a rapidly growing public relations firm. Filing, light typing & general office skills required. Stimulating work environment & excellent benefits. Salary range $8,320 to $10,000. Please submit resume to Personnel Director, MG and Casey Communications Inc. 17117 W. 9 Mile, Suite 1515, Southfield, Mich 48075

GENERAL OFFICE
We are a major commercial financial services organization, seeking a qualified general office clerk to join our Southfield office. This position is responsible for typing, credit investigations & other general office responsibilities. Working knowledge of computers is preferable. Typing speed 45wpm required
We offer a good starting salary & comprehensive benefits. Submit your resume & salary history, in confidence or call
Associates Commercial Corp., 24011 Greenfield Rd., Southfield, MI 48075 557-1515
Equal Opportunity Employer M/F

GIRL FRIDAY TYPE
PART TIME
Bloomfield Hills area
Includes phone, typing, light bookkeeping, general office, $4.50 an hour to start. Call 646-6523

IBM DISPLAY WRITER OPERATOR
Experienced, for a defense litigation firm in Farmington Hills. Excellent benefits. Please respond to P.O. Box 3040, Farmington Hills, 48018-3040.

IBM 5520 WORD PROCESSOR - Immediate opening for Word Processing Secretary for a Fortune 500 company in Southfield. Must have previous office experience and hands on experience with the IBM 5520. If you have these qualifications and are interested call immediately for more information. Top pay and excellent benefits.
MGM OFFICE SERVICES
557-6040

IMMEDIATE NEED for a sharp Office Manager in a fast-paced, professional office. Some experience is required, extensive training program provided. Excellent salary and benefits. Call 459-1166.
All Fees Paid Personnel Systems

IMMEDIATE OPENING
For experienced full time Secretary to insurance executive, in Southfield. Insurance background not mandatory, but helpful. Excellent communication and organizational skills required. Duties include general office management and phone contact with client. Benefits available. For more information, please call Linda at 354-5500

INDIVIDUAL with experience in customer service for insurance industry or health care industry to answer general health care benefit questions, typing, data entry. 30 hours weekly with possibility for full time in the future. Medical background would be helpful. Call Mrs. Ashel at 553-6800.

INSIDE SALES - for Troy company, medical terminology or experience necessary. Contract position salary $10,000 plus commission. Call Nan 646-7660

INSIDE SALES
To established accounts. Experienced, helpful, mature, reliable, non smoker. Send resume to Mr. K., at Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034

INSIDE SALES
Very bright, experienced secretary with excellent full office skills & personality wanted for inside industrial sales position, Farmington area. 471-2300

INSURANCE AGENCY
in Northville needs personal lines person. Full time. Experience helpful. Call: 349-2006 or 476-1810

INSURANCE AGENCY in Birmingham needs personal lines person experienced in rating of home owners and auto. Pleasant telephone voice. Typing skills required. Non-smoker. Days, 646-6457. Eve's & weekends, 661-0251

JR. SECRETARY - Campbell Ewald Co. a major advertising agency located in Warren is looking for a Jr. secretary. Experience is not necessary. Candidates must be able to pass a typing test at 60 WPM & take shorthand at 70 WPM. A working knowledge of word processing is helpful. Starting salary $10,000 yr. with full benefits plus advancement opportunitys. Interested applicants may call for applications or send their resumes in confidence to
Mary F. Lareau
Recruiter
Campbell Ewald Co.
30400 Van Dyke
Warren, MI. 48093
574-3400
An Equal Opportunity Employer

JR. SECRETARY TRAINEE - to $13K Excellent typing, 1 yr. plus office experience. Great benefits & advancement. Fee Paid! Employment Ctr. II. 540-4170

INDIVIDUAL to work in a fast-paced pension consulting firm within the insurance department. Must be a self-starter who is well organized and possesses decision making skills. Accurate typing a must, computer experience helpful. Call for appointment. 540-5500

KEYPUNCH/KEYDISK
Data entry operators. Positions available for all shifts. Must be experienced Farmington 476-1136

KEYTAPE OPERATORS
Experienced, days & afternoons, full or part time. Benefits. Farmington area 476-1544

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
If you are an experienced Legal Secretary who enjoys the variety of temporary assignments, call us to learn how you can earn more money by working with Personnel at Law. If you prefer permanent full time employment, you will be happy to know we have a diverse range of permanent positions always available. Call this week for full particulars
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2540
SOUTHFIELD, MICH. 48075
358-0060

LEGAL SECRETARY for Southfield firm specializing in Med Mal, Product Liability, PI, 2 yrs minimum experience. Fringes. Salary commensurate with ability. 354-2500

LEGAL SECRETARY - Experienced, for defense litigation firm in Farmington Hills. Excellent benefits. Please respond to P O Box 3040, Farmington Hills, MI 48018-3040

LEGAL SECRETARY
for Troy law firm. Strong litigation with word processing skills necessary. Please send resume to Box #658, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

LEGAL SECRETARY
for Southfield Law Firm, PI Med. Mal, Products. 2 yrs experience. Fringes 354-2500

LEGAL SECRETARY - for Southfield law firm, 1-2 yrs experience in litigation. Good skills, word processing experience helpful 352-9080

LEGAL SECRETARY - part time eves. & weekends Southfield law firm. Experienced in litigation, hrs flexible. 352-9080

LEGAL SECRETARY - Experienced, sought for Troy law office. Excellent typing, dictaphone skills and spelling required. Salary commensurate with experience. Please reply to 643-6960

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county areas.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
S. Oakland 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARIES
Oakland/Wayne Counties
Full & part-time permanent positions available for experienced Legal Secretaries, Legal Word Processors & Receptionists. All qualified applicants are invited to send resume to
Oakland County Bar Association
Placement Service
1200 N. Telegraph Rd., Suite 532
Pontiac, Mich 48053
- or call for more information, -
338-2100 / 338-2837
ALL FEES EMPLOYER PAID
Strictly Confidential Service

LEGAL SECRETARY - Immediate opening. Entry level. Recent grad, independant worker. Some experience preferred, not necessary. Word processing helpful, not necessary. Ask for Office Manager 358-0620

LEGAL SECRETARY - Full time - for 1 attorney office. Should have good clerical & organizational skills, salary commensurate with experience. Send resume to 337 Main, Suite #2, Belleville, Michigan, 48111.

LEGAL SECRETARY
For Southfield law firm specializing in personal injury. Immediate opening for individual with legal experience. Good starting salary and benefits.
Call Pamela, 559-5353

LEGAL SECRETARY - Experience preferred. Word processing experience helpful but not necessary. Southfield area. Salary commensurate with experience. Send resume to: Personnel, Collins, Einhorn & Farrell, 4000 Town Center - #909, Southfield, Mich. 48075

LEGAL SECRETARY
Excellent salary and fringe benefits. Pleasant work environment across from Somerset Mall. Recent legal and word processing experience essential, shorthand helpful. Mail resume to: Law offices of Franklin G. Koory, 3155 W. Big Beaver, Suite 100, Troy, MI 48084.

LEGAL SECRETARY - Experienced. Needed for Southfield Law Firm. Word processing experience preferred but not necessary. Salary commensurate with ability and experience 352-7030

LEGAL SECRETARY for experienced senior partner. Excellent skills and substantial litigation experience required. Redford/Livonia area. Salary commensurate with ability and experience. Call Linda at 255-4720

LEGAL SECRETARY - with minimum 3 yrs. experience for president of downtown law firm. Typing of 70 WPM, word processing & dictaphone. Send resume to Office Manager, 1390 1st National Bldg. Detroit, MI. 48226

LEGAL SECRETARY - Livonia law firm, immediate position in labor & workers comp area. Experience preferred. Please send resumes to box 736, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LISTING SECRETARY
for national commercial real estate company. 1 year experience word processing with real estate background. Salary & benefits. Southfield area. Call 8:30am-5pm, 353-5400
An Equal Opportunity Employer

MAIL ROOM CLERK
Immediate opening for a full time Mail Room Clerk. Candidate must be responsible and work well with details and light schedules. Some experience preferred. Please forward resume to Box 762 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MANUFACTURING FIRM in Troy needs full time secretary/clerk for general office work. Paid vacations, holidays, other benefits. 362-4050

MARKETING RESEARCH
Phone skills and pleasant voice essential. Full and part time openings. Livonia area. 425-6110

MATURE PERSON needed for small Plymouth office. Duties include typing, filing, 10-key pad, A/R collection and misc. office duties. Hours 9-4PM. Non smoker preferred. Send resume with salary requirements to P.O. Box 87762, Canton, MI 48187

MEDICAL RECEPTIONIST
Experienced
Needed for fast-paced front desk. Specialty office. Call 559-3150.

MORTGAGE CO.
Looking for aggressive person for their Farmington Hills Office. Will train, some general office skills required. Full Time. Call for appointment. 626-0056

MATURE PERSON with office skills, part time. Canton Plymouth area. 459-0890

MEDICAL BILLERS
Nursing home supply company needs several individuals experienced in billing of Medicare Part B, Medicaid, Blue Cross and commercial insurance. Billing of Prosthetics, durable medical equipment and oxygen. Learn computer inquiry and medical products. Send resume to Nicholas Adams, CN3335, Livonia, MI 48150

MORTGAGE LOAN PROCESSOR
Bloomfield Hills mortgage firm seeks an individual with real estate, mortgage or banking background to meet the growing demand for loan processing. Excellent career opportunity, will train Call 540-6060

NATIONAL CORPORATION in Southfield is seeking an individual with at least 1 year's experience in collection over the phone. Some knowledge of accounting helpful. Individuals interested should call 9-11am and ask for Loretta at 557-3355

EXPERIENCED OFFICE CLERK
With light secretarial duties. Full time. Excellent benefits. Send resume to Personnel, 635 S Eton, Birmingham, MI, 48008

OFFICE ASSISTANT
Good typing, 10-key, math & English skills required. 8 months seasonal employment, winter off. $1,500 month at Ladbroke D.R.C. Call Mon thru Sat 10AM-8PM 525-7322

OFFICE ASSISTANT - Entry level position offers inside sales, office procedure & bookkeeping. Must have math skills. Computer, typing, organizational background a plus. This position reports to the president. Send resume & salary requirements to Mr. Brown, P O Box 787, Novi, Mich. 48050

OFFICE CLERICAL
Responsible, organized person to handle phones, filing, inventory in small Troy office. PC owner a big plus. Reply to P. O. Box 1587, Troy, MI., 48099.

OFFICE CLERK - Mon thru Fri, day shift, 5 to 7 hours per day. Starting wage $5 per hour. Call between 10am-3pm. 595-5530

OFFICE COORDINATOR
The ideal candidate will be able to perform a variety of duties to include bookkeeping, banking, typing, telephone & other general office duties. Qualified individual may arrange an interview by calling 349-3200. Long term applicants only

OFFICE HELP
Local Trucking Firm has opening for experienced Office Help. Must have typing & bookkeeping skills 261-4040

OFFICE HELP NEEDED
in accounting department of large construction company located in Farmington Hills. Call Debby 851-8900

OFFICE Help needed for phone work and various office duties. Prefer some phone experience. $3.35 hour, 40 hour work week. Apply in person Mon-Fri, 9am-5pm, 887 Manufacturers Drive, Westland, (Cherry Hill-Newburgh Rds)

OFFICE HELP, part time. Evenings & Saturdays. Approx 35 hours, possible full time advancement available. Clerical, phone answering & customer assistance. No experience necessary. Apply Mon-Fri, 10-5pm. Highland Super Stores. 33400 Plymouth Rd, Livonia.
Equal Opportunity Employer M/F

OFFICE MANAGER
For very modern & pleasant health care office. Must be a full charge bookkeeper (thru financial statements) with advanced computer knowledge. Please send brief resume to Dr. Paul Feinberg, Mall Optical Center, Summit Place, Pontiac, Mich. 48053

OFFICE MANAGER
Experience dispatching and light accounting helpful. Pete Wood Plumbing & Heating. 464-3824

OFFICE PERSON - full time, at least 5 years experience. Must be good typist & have good phone manners for insurance repair contractor. Good wages, vacation. Redford. 535-7440

OFFICE SECRETARY
Excellent opportunity in Accounting office for responsible individual. Good Math aptitude and organizational skills a definite plus. Word processor experience required. Attractive wage and benefit program. For details contact
GARDEN CITY HOSPITAL
421-3300, Ext. 277
An Equal Opportunity Employer

ORDER ENTRY CLERK
Need person in the Livonia area for order entry. Must have typing experience. Regular schedule will be approximately 32 1/2 hours per week, Monday thru Friday, 5PM-10PM and Saturday 10AM-4PM. Flexibility for work hours is needed as this individual will also serve as a back-up operator. Call, 313-525-4080, ask for J. Johnson between 10AM-4PM, Monday-Friday.
ROCHE BIOMEDICAL LABORATORIES, INC.
Livonia, Michigan
E.O.E. M/F/H/V

PART TIME general office. Accurate typist needed for pleasant offices. 2 positions available. Livonia - 478-0400. Telegraph at 13 Mile - 258-5860

PART-TIME RECEPTIONIST Wanted for real estate office to fill in periodically at 2 offices. Bubbly personality, good typing. Call Rita at 421-5660. Near Five Mile and Farmington.

PART TIME SECRETARY needed from 4-8 PM., weekdays. Contact Mary between 6 PM-8 PM. 525-2950.

PAY OFF ASSUMPTION CLERK in Farmington Hills, experience necessary, full time. 855-4900

PERMANENT - PART TIME - office person, 5 days, 2pm-5pm. Must be able to drive company car. $4 per hr. Call between 10am-2pm 353-3190

PERSONAL LINES DEPARTMENT TRAINEE for Novi Insurance Agency. Entry level position. Room to advance for right individual. Ask for Rob 348-8200

POSITION available at this property insurance company. Good typing skills and math aptitude needed. Please send resume to: Protection Mutual Insurance Co., 4000 Town Center, Suite 380, Southfield, MI 48075.

PRINT SHOP
Seeking Someone with good clerical skills and ability to work with the public. 476-8130

PROGRESSIVE electronic manufacturing firm has opening for intelligent, versatile person for general office position. Light bookkeeping including accounts receivable & payable posting. Telephone poise, typing 50-55 WPM, 1-3 yrs. office experience desireable. Salary & advancement commensurate with ability. Submit resume in person - Control Pak Corp. 33840 Industrial Park Dr. Farmington Hills.

PURCHASING
Industrial distributor seeks person for entry level purchasing position. Will train to buy inventory & set minimums, maintain contact with vendors & expedite orders. Must have ability to move paperwork. Excellent benefits & working conditions. Send short letter of work history to P. O. Box 413, Farmington Hills, MI 48024
An Equal Opportunity Employer

RECEPTIONIST for busy Southfield land developer. Pleasant telephone voice & bulk mailing experience helpful. Call 559-7430

RECEPTIONIST for fast paced real estate office, mature, articulate with good hand writing skills. Non smoker, prime Troy location. Ask for Mary Alice 649-6600

RECEPTIONIST for Southfield law firm. No experience necessary. For appointment, please call Sara between 9:30am-4:30pm 355-2770

RECEPTIONIST
20-30 hours per week. Somewhat flexible. Redford/Livonia area. Call Cathy, 8:30-5:30 PM 937-2428.

RECEPTIONIST/TYPIST
Must type, 40 hours per week. $4.50 per hour. Livonia. 533-1190

RECEPTIONIST
LARGE DEVELOPMENT looking for experienced Office Person. Call Mon.-Fri., 8-5 PM. 728-3323.

RECEPTIONIST - Part Time for collection agency in Oak Park. Must be responsible & dependable. $4.50 per hr. Call between 3pm-5pm 398-9092

RECEPTIONIST
Southfield area. 40 hr. work week including Saturday. Must have prior experience with busy phone. Apply in person, 31431 Hilltop, #28, Bridge Industrial Park. Call between 10am-4pm 353-6191

RECEPTIONIST
Royal Oak Auto Dealer Needs full time receptionist, light typing & filing. Ask for Renee 548-3600

RECEPTIONIST
Michigan Energy & Power Co. looking for sharp full time receptionist. Call now, ask for Mr. Jaynes 637-6112

RECEPTIONIST TYPIST
looking for a bright person to file answer phone, computer input & type. Call between 8:30am-1pm, Mon. thru Fri 946-6094

RECEPTIONIST
Experienced person needed to handle telephone duties for busy Redford office. Accurate typing needed. Good company, good benefits for appt 538-0200

RECEPTIONIST/PART TIME
$5 PER HOUR
Flexible hours. Good location. Temporary to go permanent.
Arbor Temporaries 459-1166

ART GALLERY Receptionist wanted full time. Primary responsibilities answering phone & scheduling. Appearance important. Apply in person Mar 22 & 23 between 3-5pm. Ask for Ms Oliver
PARK WEST GALLERY
29469 Northwestern Hwy, Southfield

RECEPTIONIST part time - Bloomfield Hills lawfirm needs sharp individual with good phone manner for relief receptionist work. Mail processing & other clerical responsibilities. Hours 12-5:30pm. Salary commensurate with experience. Opportunity for full time. 645-9400 ext 206

RECEPTIONIST
Detroit based firm is seeking an individual for busy receptionist position. The ideal candidate will have recent receptionist experience & excellent filing skills. Also required are good typing skills & the desire to inter act with the public, salary & full benefit package. Send resume to Receptionist PO Box #431, Lathrup Village, MI. 48076

RECEPTIONIST/ GENERAL OFFICE
Busy real estate brokerage firm, located in Southfield, has an immediate opening for a Receptionist. Must like a fast paced atmosphere and be able to type 55 WPM. Call Anita between 10am and 4:30pm, Mon thru Fri. at 540-1050

RECEPTIONIST LAW FIRM
Ideal front desk position for a poised professional who enjoys a nice atmosphere and can deal with people effectively. Some typing also $13,000. Fee paid Call 353-2090.
SNELLING & SNELLIN

RECEPTIONIST
for Southfield business office. Full time Southfield area 356-4381

RECEPTIONIST/SECRETARY
For small Birmingham law office.
478-7177

RECEPTIONIST - with switchboard experience on Northern Telecom or ITT, contract position
Call Helen 646-7660

RECEPTIONIST - secretary for large film company in Oak Park, type 45 to 50, contract position, salary $10,000 - $12,000. Call Vickie 357-0034

RECEPTIONIST
Part time, 20 hours per week, light typing skills, mornings or afternoons.
Clips & Clamps Ind., Plymouth 455-0880

RECEPTIONIST/Typist. Rapidly growing health cost containment company needs energetic individual to answer busy phones. Must type. Please call Mrs Abel. 557-8800

LOCAL CPA FIRM seeks responsible full time receptionist/60 WPM typist able to handle versitile duties. Must have good telephone skills. Full benefits. Call Denise 9am-7pm. 356-2100

RECEPTIONIST for Westcott Veterinary Care Center in Redford. Full time position, flexible hours, friendly environment. Must be good with people & pets. Apply at 24425 Grand River, Redford. 255-2100

RECEPTIONIST for Livonia medical office. Part time, 1-6 pm, 4 day week. Experience needed - dictaphone, answering telephones, peg board, typing, ledger entries, good spelling essential. Call Nancy between 11-2 pm. 427-3432

RECEPTIONIST
MICRO SOFTWARE Developer, located in Southfield, seeks a Receptionist with pleasant telephone voice. Must be able to handle calls efficiently, have good general office & typing skills. Salary negotiable. Call Sherry Burns at CAMPBELL SERVICES 559-5055

RECEPTIONIST/Accounts Receivable Clerk. Local wholesale distributor seeks experienced person to answer phone, type correspondence, handle daily cash, reconcile accounts, etc. Successful applicant will possess a year or two of direct experience or 2 years of general office in an accounting environment. Call Faye 557-5900

RECEPTIONIST/TYPIST
Experienced for part-time (8 to 4) position. Must be able to work with minimum supervision in fast-paced office environment. Excellent communication skills required, minimum typing 60 WPM. Send resume to:
PROFILE MOLD,
35444 Veronica Dr., Livonia, MI. 48150
An Equal Opportunity Employer

RECEPTIONIST TYPIST
Accurate typing, 60-65WPM required for automotive manufacturing facility. We are presently located in Southfield but anticipate moving to Auburn Hills location within the next year. Salary range $10,000 to $12,000 per year plus fringe benefits. Send confidential resume to:
FLEXIBLE PRODUCTS CO
19660 W. 8 MILE RD
SOUTHFIELD, MICH 48075

RECEPTIONIST
We are a Southfield-based direct marketing & information services company serving automotive dealers and manufacturers. We have an immediate opening for a Receptionist/Switchboard Receptionist. The ideal candidate will be responsible, well-organized, and able to properly represent our organization to the public. Some experience is preferred. Please forward resume to L. Schwind, Automated Marketing Systems, Inc., 24533 Evergreen Rd., Southfield, MI 48076
An Equal Opportunity Employer

RE-ENTERING JOB MARKET? Part time mornings. Typing & telephone skills. Attention to details & accuracy a must. Call Ann 8:30-9:30 552-6130

ROCK MORTGAGE CORPORATION Seeking experienced loan processor. Will hire immediately. Ask for Dan Gilbert: 358-3056

SALES ASST
for progressive Computer firm in Southfield. Typing organization and phone skills a must. Call Mr. Jay between 8:30am-1pm 423-7300

SALES SECRETARY
Experienced, self motivated, with good typing and communication skills. Salary, with good company benefits. Livonia firm. Send resume P.O. Box 2744, Livonia, MI 48150

SALES SECRETARY
PART TIME
A self-starter. Will be responsible for field sales office. Contact with customers and sales personnel. Experience with sales analysis and sales expense reports. Accurate typist, minimum 75 wpm and familiarity with dictaphone equipment. 30 hour week. Send resume or call A.J. LeTourneau at 689-7515
Warner Electric Brake & Clutch
1870 Big Beaver Rd.
Troy, MI 48083
Equal Opportunity Employer M/F/H

SALES SECRETARY FOR Southfield manufacturing conglomerate, must have previous office experience. Position requires a dynamic personality for heavy customer contact. Full benefit package. Salary commensurate with experience. Please call to arrange for an interview: 355-1726

SECRETARIAL/GENERAL OFFICE
You need to be energetic and personable with good secretarial and customer service skills, ability to handle order entry, diversified office functions, some computer background a plus. Send resume to box 678 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Capable, well rounded office person, familiar with computers, order entry, typing & some reception work.
Farmington Hills area 471-2300

SECRETARIAL - Customer Service 55 wpm. typing, plus word processing experience are required. This position includes order processing and clerk typist activities. Full time only. Benefits Livonia. 421-9500, Ext. 300.

SECRETARIAL
Excellent telephone & typing skills. Enjoy working with the public. General office duties. Fringe benefits available. 540-1126

SECRETARIAL OPPORTUNITIES

● Executive Secretary	$20,000
● Legal Secretary	$20,000
● Office Manager	$20,000
● Bookkeeper	$20,000
● Loan Processor	$16,000
● Secretary/Receptionist	$15,000
● Word Processor	$12,000

EVENING APPOINTMENTS AVAILABLE
ALL FEES PAID
Established in Ann Arbor in 1970, now serving Oakland & Wayne Counties.
Personnel Systems
9450 S. Main - Suite 102
Plymouth, MI 48170
459-1166

SECRETARIAL POSITION available in Farmington Hills. Must be an excellent typist and have pleasant phone manners. Several years experience required. Real Estate experience desired but will train. Reply to box #608, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIES/ WORD PROCESSING
If you have Wang, Digital, Xerox 860, NBI or CPT experience, can type 55 wpm, and are interested in working for an excellent company, call today. We offer a stock plan, profit sharing and paid vacations. Opportunities available in Dearborn and Downtown Detroit.
NORRELL SERVICES INC
Dearborn Office Automation Branch
593-3703

● **Secretaries**
● **Word Processing Operators**
● **Typists**
● **Data Entry Operators**
Work at a Fortune 500 company in the Troy area. We have many immediate long and short term assignments for individuals with skills listed above.
You'll earn top pay, merit increases and vacation pay. Call us Mon-Fri for an appointment, 7 am - 5:30 pm.
362-1180
TROY
KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

SECRETARY
A Birmingham CPA currently has available a full time secretarial position for a One-Secretary office. Prior CPA and word processing experience is helpful but not necessary. The office is located at Telegraph and 13 1/2 Mile. Candidates with good typing skill and pleasant phone manner please send resume with salary requirements to: Box 732, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Administrative Assistant needed to assist general manufacturer in operation of medium size distributor. Excellent career opportunity for the right individual. Typing and shorthand a must. $10,000 to $15,000 plus benefits. Send resume to: Ramal Fastener Corporation, 22240 Industrial Park Dr. Farmington Hills, MI. 48024 Att: General Manager
An Equal Opportunity Employer

SECRETARY/BOOKKEEPER
Our non-profit agency is looking for a special person. This person would be able to handle a wide range of responsibilities & people. If this sounds like you call for an appointment. ARC Business Venture Corp at 313-432-8130.
An Equal Opportunity Employer

SECRETARY
Busy real estate brokerage firm in Southfield has an immediate opening for a Secretary. Must like a busy atmosphere and be able to type 60 WPM. Shorthand preferred but not required. Call Anita between 10am and 4:30pm, Mon. thru Fri. at 540-1050

SECRETARY
Dynamic suburban company looking for a motivated administrative secretary. Must be able to manage own time & accept responsibility for this one-secretary office. Word processing experience, some bookkeeping and excellent telephone skills required. Reply to Box 718, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY Entry level position for Birmingham firm. Basic typing & phone skills required. Opportunity for advancement. 540-8171

SECRETARY
Excellent organizational & typing skills required for busy office. 38 hour week. Send resume to: Personnel, 24705 Farmington Road, Farmington Hills, MI 48018

SECRETARY
Fast paced advertising agency in Southfield is looking for a sharp secretary. Advertising background helpful. Excellent typing skills, pleasant disposition & positive attitude a must. Send resume to box 646, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Financial Planning firm seeking non smoking self starter with good communication, math, organizational and clerical skills. Advancement opportunities. Salary open. Send Resume to: Guy R. Holland & Company, 19855 W. Outer Dr. Suite 502, Dearborn MI. 48124

SECRETARY - for leading commercial real estate company. 12/Northwestern. Excellent typing skills, top salary and benefit program. Call 356-5000

SECRETARY for condo development. Maple & Haggerty area. Real estate experience helpful. Call 353-9855

SECRETARY - for group insurance office, opportunity for qualified secretary, dictaphone or shorthand, rate calculations, typing 50 WPM, telephone receptionist. Small Troy office. Call Mrs Deike for appt. 649-3340

SECRETARY for friendly, busy advertising specialty office. Must be personable and able to work under pressure, an accurate typist & non-smoker. Salary not great but atmosphere is! Resume to Box 736, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for insurance office. Full time and part time positions available. Send resume to: Insurance, P.O. Box 114, Dearborn Heights, MI., 48127

SECRETARY - full time for general contractor in Southfield. Excellent typing skills, shorthand & dictaphone experience required. Call Christine 356-4060

SECRETARY
Full time position. Typing, answering phones and basic secretarial skills necessary. 644-1556

SECRETARY/GENERAL OFFICE
Accurate typing, filing, phone. 5-6 hrs., 4-5 days per week. Lathrup Village. Call between 10am-4pm, 559-9610

SECRETARY - highly organized. Familiar with IBM and Apple. Busy insurance agency. Phone 8am-5pm. 851-2250

SECRETARY
If you are a secretary with excellent communication skills, typing of 60wpm accurately & knowledge of office procedures, call today for immediate interview.
MGM OFFICE SERVICES 557-6040

SECRETARY
PART TIME PERMANENT
Southfield law office, 10-15 hours per week. Call 559-0120

SECRETARY - part time for insurance agent in Farmington Hills. Good typing, dictation & phone skills necessary. For interview call 855-1010, ext. 222

SECRETARY - PART TIME
Approximately 20 hours per week. Immediate opening. Southfield. Varied duties. Good Secretarial skills a must. *Prefer non-smoker.*
Call Mr Mankoff. 356-5500

SECRETARY
Part time position in Bloomfield office. Hours 10am-3pm. Good typing, filing skills & bookkeeping experience. We need a self starting, organized, conscientious person.
646-1936

SECRETARY PART TIME
The nation's #1 pickle company has an immediate opening for a part time Secretary in our Product Development facility located in Farmington Hills. The qualified candidate should have 2-4 years office experience, some college preferred, 70-80 wpm, typing and the ability to handle a variety of projects at one time. Hours are: 8:30 AM. - 1 PM., Mon. - Fri. This position offers a competitive salary, full benefit package and pleasant working environment. To be considered for this position, apply in person or send your resume to.
Employment Assistant
Vlasic Foods,
33200 W. 14 Mile Rd.
W. Bloomfield, MI., 48033
An Equal Opportunity Employer

SECRETARY
Part time, Mon. thru Fri., 25-30 hours, for 1 person Southfield consulting firm. 358-3370

SECRETARY - Part time for CPA office. Livonia location, flexible hours, 20-28 per week. Must be good statistical typist 477-1344

SECRETARY, part time, to run pleasant one girl office. Accurate/60 wpm, bookkeeping & office duties. Must have 3 years experience be confident and take initative, pay commensurate with ability. Teresa 9 to 12 noon 644-6533

SECRETARY - PART-TIME
for law firm, 20 hours hours per week. Excellent spelling and typing a must. Mostly correspondence and general office work. Some legal pleadings. Possible eventual full time employment. Word processing experience desired.
Call: 540-7781

SECRETARY. PERSON FRIDAY
Ideal candidate should have good clerical/administrative skills, typing 50 + wpm. Professional atmosphere. Southfield location. Please call Mon., Tues., Thurs or Fri. between 2pm and 4pm. 557-0404

SECRETARY - phone manner, good typing & filing skills, attention to detail, organizational ability very important. This is a Part Time position, Southfield area. Call Fri. am 557-3024

SECRETARY - Plymouth. General office experience & skills required. General math skills helpful. Call personnel 459-4200

SECRETARY - RECEPTIONIST
Part time 20-30 hrs. Bloomfield Hills law office. Salary commensurate with experience. Call Mr Doyle 540-0330

SECRETARY/RECEPTIONIST
Part time for Southfield office.
Send resume to: P.O. Box 1092,
Bloomfield Hills, MI., 48013

SECRETARY/RECEPTIONIST. Typing & clerical duties. Plymouth location. Send resume to Accounting Manager, P.O. Box 377, Plymouth, MI 48170

SECRETARY
Responsible energetic person needed for challenging position with rapidly growing public relations firm. Must have complete knowledge of general office skills. Type a minimum of 65 WPM & possess hands-on computer experience. Stimulating work environment & excellent benefits. Salary range $12,000 to $14,000. Send resume to: Personnel Director, MG and Casey Communications Inc., 17117 W. 9 Mile, Suite 1515, Southfield, Mich. 48075.

SECRETARY To insurance agent at Southfield location. Responsibilities include, phone contact with clients, application processing, & case follow up. Good organization & typing a must. Insurance experience desirable. Salary negotiable. Benefits. Full time.
Call Linda 354-5506

SECRETARY - to VP of large international Bloomfield Hills company, type 65, shorthand 80, contract positions, salary will be $20,000.
Call Marilyn 646-7660

SECRETARY
Troy based commercial/industrial real estate company seeking person with excellent typing, shorthand and composition skills to assist sales staff. Prior experience or knowledge of real estate terms and forms preferred. Salary commensurate with experience.
FARBMAN STEIN & CO.
362-3333

SECRETARY - Troy, sharp personable, take charge, self motivated, typing 70 WPM, shorthand & word processing. $21,000. Fee paid

RECEPTIONIST - Southfield, good phone personality, typing 40 WPM, data processing & accounts payable & receivable. $12,000. Fee paid
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

SECRETARY - typing, filing & phones, some knowledge of computer (Lotus 1,2,3) or ability to learn. 646-8371

SECRETARY wanted. Must possess a pleasing personality and the ability to get along with others. Shorthand 80 wpm, typing 60 wpm, previous experience not important. Submit resumes only to: B. A. Shmina, A. Z. Shmina & Sons Co., 13000 Newburgh Rd., P. O. Box 2129, Livonia, MI 48151
Equal Opportunity Employer M/F

SECRETARY with interest in customer relations needed for plush, energetic office. An exciting position with vast amount of responsibilities and rapid advancement. Excellent salary and benefits. Call 459-1166.
ALL FEES PAID Personnel Systems

SECRETARY - with maturity, good grammar & command of the English language for editorial dept. of large international Oak Park Co. Contract position, salary $15,000
Call Vickie 357-0034

SERVICE SALES REP
Worlds largest temporary help service is looking for an outgoing, ambitious, well organized individual who can grow with our firm to work in our Southfield office. Position will pay $14,000 per yr with excellent benefits including monthly bonus & annual review. Please send your resume for immediate consideration to Service Representative, 29777 Telegraph #1240
Southfield, MI 48037

SOUTHFIELD BASED mortgage company has immediate opening for typist/file clerk with knowledge of 10 key calculator. Call Michelle V. 352-5700

STATISTICAL typist for public accounting firm in Troy. Experience on a Xerox memory writer preferred. Salary commensurate with ability. Call Mon-Fri, 1-5pm. 879-7411

TITLE INSURANCE COMPANY seeks experienced person for abstracting *department. Oakland County. Full* benefits 879-8450

TYPIST, full time. 60 WPM, familiar with word processing. American Real Estate Appraisal Services, Inc. Westland. 525-1284

TYPIST
Full Time. 1 Person Office in Livonia. Dictaphone experience a plus factor. 422-5600

TYPISTS SECRETARIES WORD PROCESSORS
Put your skills to work. Assignments available. Earn benefits while working long or short term jobs. Call today.
Technical Services, Inc.
Southfield 569-8290
Troy 583-0333
Detroit 963-5010
An Equal Opportunity Employer

TYPIST/WORD PROCESSOR
Accounting knowledge helpful. Experienced only. Send resume with salary requirements to: APAI, 29350 Southfield Road, Suite 36, Southfield.

WAREHOUSE OFFICE CLERK
afternoon shift, data entry experience a plus, full medical & dental benefits, apply in person - 35901 Schoolcraft, Livonia

WORD PROCESSING SECRETARIES
We need skilled Secretaries with 6 month's experience and 55-60 wpm on any one of the following systems.
DISPLAYWRITER
DW II OR III
5520
NBI
WANG
Assignments available in Pontiac, Warren, Troy, and Bloomfield Hills. Call for details and interview.
Norrell offers excellent pay, paid vacation, profit sharing and retention bonus.
Norrell Services, Inc.
Office Automation Staffing Div.
358-2233

WORD PROCESSOR operator for personal injury litigation law firm in Southfield. Word processing experience helpful, will train. Good benefits 352-9080

WORD PROCESSORS
Burroughs & Victors experience preferred. Call today 459-1166
ARBOR TEMPORARIES

WORD PROCESSOR
To work full-time for fast paced Southfield Co. Experience and typing 60 WPM required. Please call between 8am and Noon. (Not Tues) 353-3311, Ext. 17

Word Processor
Growing Sales Office in Southfield needs additional secretary to join their team. Full time. Typing 50WPM, Shorthand 80WPM, must have word processing knowledge. Lanier experience preferred. Pleasant office surroundings. Call Sandy. 557-5210

WORD PROCESSOR - with IBM PC experience & Lotus 1,2,3 plus Symphony for long term contract position with Fortune 500 company in Troy. Call Linda 646-7660

WORD PROCESSOR & Receptionist needed for Bloomfield Hills Law Firm, 2 positions available both requires minimum 1 year experience & excellent typing skills. Call office manager 644-8440

505 Help Wanted Food-Beverage

Absolutely The Best!
THE GOOD EARTH
RESTAURANT & BAKERY
We're Looking for a few Good People
• Assistant Manager, Catering Mgr.
• Cooks - Line, Prep, Pantry
• Bakers, Retail Bakers
• Servers AM Or PM
• Dish Machine Operator
14 Orchard Lake Rd., Farmington Hills. Apply Anytime.

A GREAT Opportunity! Ground Round now hiring waiters/waitresses, most shifts available. Full or part time. Apply between 2pm-5pm Mon. thru Fri., Redford Ground Round, 26767 Grand River, between Inkster & Beech Daly.

- ALL SHIFTS -
CASHIERS & FOOD HANDLERS
- Apply within -
BURGER KING
32704 Grand River, Farmington

Appeteaser
Birmingham
Now hiring for the following positions
● Sous Chef, saute, broiler, pantry
● Dishwasher
● Dining room management
● Waitress/waiter
● Hostess/Host
● Bartending
● Busing
Applications available at the Birmingham location, 280 No. Woodward in the Great American Insurance Bldg., lower level or stop in for an application at our Milford location, 335 No. Main & see our operation in action.

APPLICATIONS Takes daily Mon-Fri, Cashiers, coat check, host/hostess, buspersons, wallpersons, cooks & dishwashers. Apply within: Topinkas's 7 Mile & Telegraph.

APPLICATIONS Now being accepted for the following positions. Wait personnel, (banquet & restaurant), dishwashers, bus personnel & salad prep. Will train. Apply in person - Holiday Inn of Southfield, 26555 Telegraph Rd.

BAKER, experienced preferred but will train. Apply in person at Dunkin' Donuts, 27910 Grand River at 8 Mile, Farmington Hills or call 471-5475

BAR PERSON - WAIT PERSON
Experienced & dependable. Apply in person Lion & Sword, 31410 Ford Rd., Garden City. Talk to Gloria or Bob

BARTENDER
EXPERIENCED
Nights, Livonia area
Call 421-7370

BARTENDER - Female or male. Must be fast & experienced. Apply in person
CRESTWOOD LOUNGE.
27465 Plymouth Rd., Livonia. 427-1137

BARTENDERS
We are presently taking applications for experienced Bartenders for our Airport Cocktail Lounges. Must be able to work any shift including weekends and holidays. Apply in person to the Personnel Office, located in the Marriott Airport Hotel, between 9-3 pm., Mon. thru Fri
MARRIOTT/HOST
Metro Airport

BILL KNAPP'S RESTAURANT
located at 36650 Grand River, between Drake & Halstead, Farmington Hills, is looking for full and part time help to assume positions of Cooks & Dishwashers. We have great benefits including flexible hours for College & High School students and great potential growth within the company. No experience necessary. Apply anytime.

BILL KNAPP'S
27925 Orchard Lake Rd.,
Farmington Hills
Bill Knapp's, a fine family restaurant is looking for dependable, energetic & efficient individuals for the positions of
GRILL COOKS DISHWASHERS
We offer a full program of employee benefits. Year around employment available between the hours 11am-10pm, Sun thru Thurs., 11am-11pm, Fri. & Sat., on a full or part time basis. No experience needed.
Apply in person, Mon. thru Thurs., between 2pm - 4pm
An Equal Opportunity Employer

BONANZA
Family Restaurant
NOW HIRING
Part time Day and Evening Help
PREP PERSON
BUS PEOPLE
COUNTER HELP
DISHWASHER
Flexible hours suitable for homemakers, College or High School students.
Apply in person
38350 W. Ten Mile,
Farmington Hills,
(1 blk W. of Grand River)
33456 Seven Mile, Livonia
(K-Mart Plaza)

This Classification continued on the First Page of Section F

505 Help Wanted Food-Beverage

DUE TO OUR INCREASED BUSINESS
Max & Erma's
is seeking to expand staff. Looking for experienced . . .
• PANTRY HELP
• DISHWASHERS
• HOST/CASHIER
• BUS HELP
Apply In Person
Mon. thru Fri. 2 P.M.-4 P.M.:
31205 Orchard Lake Rd.
Located In
Hunters Square Shopping Center
14 Mile & Orchard Lake Rd.

NOW HIRING
EXCITING NEW SPECIALTY RESTAURANT
JOIN THE NEW Stuart Andersons
16 Mile and Stevenson Hwy.
RESTAURANT IN TROY
• Hosts/Hostesses
• Cashiers
• Bartenders
• Cocktail Servers
• Waiters/Waitresses
• Bussers
• Sous Chefs
• Cooks
• Broiler Cooks
• Fry Cooks
• Dishwashers
• Disc Jockeys
Apply now for one of the best restaurant jobs you'll ever have. You'll enjoy a good hourly rate supplemented with excellent benefits including life, medical and dental insurance. Our high volume gives you the potential to make even more, and if you want to move up in the restaurant business, the opportunities await you.
Apply in person for interview, March 17 through 22, 8:30 a.m. to 5:30 p.m. Interviews at:
Midway Motor Lodge
31800 Van Dyke at 13 Mile Road
Warren, MI
Stuart Andersons RESTAURANTS
EOE M/F

RESTAURANTS
RESTAURANT WORK
Elias Bros. Restaurant now accepting applications for day shift.
• COOKS
• HOST/HOSTESS
• BUS PERSONS/DISHWASHERS
Full or part time available with competitive starting wages, excellent benefits and opportunity for advancement. Apply daily in person from 2-8 p.m., at the:
12 OAKS MALL BIG BOY
28538 Novi Rd., Novi, MI
Equal Opportunity Employer M/F